Student Academic Planner and Handbook

2011-2012

ForsythTech

More Than You Know

Mission Statement

Forsyth Technical Community College provides students with exceptional technical education and training as well as college transfer, adult basic education, and continuing and corporate education programs to develop a globally competitive workforce. The College responds to student, employer and community needs with innovative, flexible programs and service delivery.

On the Front Cover

The Alumni Oval is located between Ardmore Hall, the Allman Center and the Technology Building on Main Campus. It is used for outdoor concerts, a place for students to study or find solitude, a place for classes to meet and other special college events.

The Forsyth Tech Alumni Association is selling personalized bricks that will be placed in the Alumni Oval. To order your bricks, download the Brick Order Form at http://alumni.forsythtech.edu or contact:

Angela Reece
Foundation Office
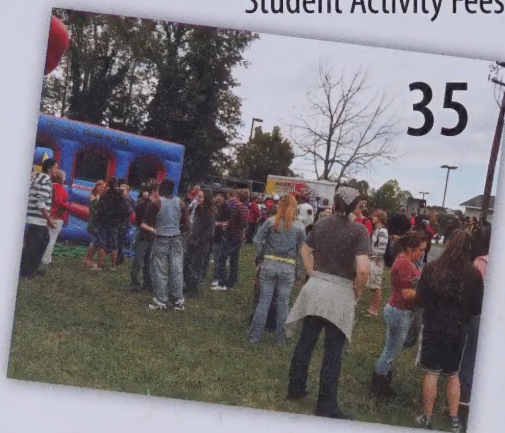336.734.7618
areece@forsythtech.edu

All contributions are tax deductible.

Disclaimer Statement
Substantial effort has been made to ensure the accuracy of this information. Forsyth Tech cannot and does not guarantee the correctness of all the information, nor the complete absence of errors and/or omissions.
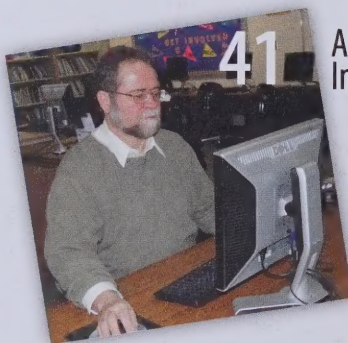
Contents

Student Activity Fees **35**

Student Clubs and Recreation **38**

40 ADVISING *Flow Chart*

41 Academic Information

Point Me in the Right Direction **50**

Name _____

Address _____

Phone_____

Email _____

Academic Calendar
(Approved by the Board of Trustees, August 19, 2010)

Fall Semester 2011 (80 Instructional Days)

|	
Monday, August 22	First Day of Classes
Monday, September 5	Labor Day Holiday (No Classes)
Monday and Tuesday, October 10-11	Fall Break – Faculty Work Days (No Classes)
Wednesday, October 12	Professional Development Day (No Classes)
Thursday and Friday, November 24-25	Thanksgiving Holidays (No Classes)
Saturday, November 26	No Saturday Classes
Monday, December 19	Last Day of Classes
Tuesday and Wednesday, December 20-21	Faculty Work Days
Thursday through Friday, December 22-30	Winter Holidays

Spring Semester 2012 (80 Instructional Days)

Monday, January 2	New Year's Holiday
Tuesday through Friday, January 3-6	Faculty Work Days
Monday, January 9	First Day of Classes
Monday, January 16	Martin Luther King Holiday (No Classes)
Monday and Tuesday, March 12-13	Spring Break – Faculty Work Days (No Classes)
Wednesday, March 14	Planning Day (No Classes)
Thursday, April 5	Faculty Work Day (No Classes)
Friday, April 6	Easter Holiday (No Classes)
Saturday, April 7	No Saturday Classes
Monday, May 7	Last Day of Classes
Tuesday, May 8	Faculty Work Day
Wednesday, May 9	Professional Development Day
Thursday, May 10	Commencement
Friday, May 11	Faculty Work Day

Summer Term 2012 (50 Instructional Days)

Wednesday, May 16	First Day of Classes
Monday, May 28	Memorial Day Holiday (No Classes)
Wednesday, July 4	Independence Day Holiday (No Classes)
Thursday and Friday, July 5-6	Faculty Work Days (No Classes)
Saturday, July 7	No Saturday Classes
Monday, July 30	Last Day of Classes
Tuesday through Friday, July 31-August 3	Faculty Work Days
Monday through Friday, August 6-10	Faculty Work Days

Welcome
from Dr. Gary M. Green
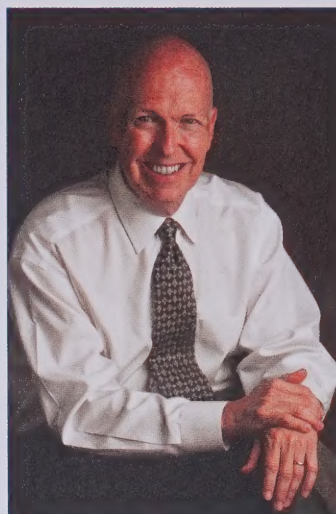
Welcome to Forsyth Technical Community College! We are delighted you have selected our College to continue your education.

Whether you are here to earn a two-year AAS degree that will lead directly to a job in your chosen field, or to earn an AA or AS degree and then move on to a four-year school, you will find that Forsyth Tech offers the educational foundation you will need to be successful.
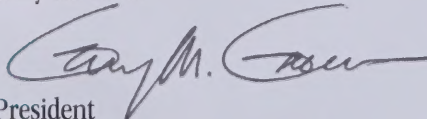
We accomplish this through a combination of rigorous academics and cutting-edge technology, along with many opportunities to learn outside the classroom. I urge you to take advantage of these opportunities whenever possible and expand your college experience through internships, study abroad opportunities, and participation in on-campus organizations.

I also hope you will take advantage of the many support services we offer, such as academic counseling, free tutoring, and mentoring programs. We are here to help you in any way we can, both in and out of the classroom.

This planner offers a wealth of information on event dates, as well as support programs, procedures, locations, student organizations, and more. I urge you to take the time to read the different sections and explore our website at www. forsythtech.edu to discover all that Forsyth Tech has to offer. I think you'll find a lot that will surprise you.

Best wishes for your future success,

Gary M. Green

President

Summer Term 2011

May

M	T	W	TH	F	S	S
						1
2	3	4	5	6	7	8
9	10	1	12	13	14	15
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23	24	25	26	27	28	29
30	31					

June

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27	28	29	30			

July

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Monday	Tuesday	Wednesday
4 Independence Day Holiday > College Closed/ No Classes	**5**	**6**
11 Last Day to Drop Without Penalty (Automatic W Grade) for 2nd 5-Week Classes	**12** Career Assessment > TEC 544 > 10 - 11 a.m. and 3 - 4 p.m.	**13** Last Day of 8-Week Classes
18 Fall Semester Early Registration Payment Deadline > Noon	**19**	**20** Walk-In Registration for Fall Semester > 8 a.m. - 7 p.m.
25	**26**	**27** Last Day of Summer Term Classes

COLOR KEY

COLOR   AREA OF COLLEGE
Black ....Holidays/General Information
Blue ....Admissions/Registration
Green ......Financial Aid/Bookstore/Payment Information
Purple .....Career Services/Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center
Red..........Student Activities

Notes _____

Thursday	Friday	Saturday	Sunday
	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31

Walk-In Registration for Fall Semester >
8 a.m. - 7 p.m.

No Classes > Faculty Work Day   **No Classes** > Faculty Work Day

TERM KEY

TERM	EXPLANATION
ALL	Allman Center

ARD......... Ardmore Hall
GSC .... Grady Swisher Center (Kernersville)
HAU .... Hauser Hall
MC .... Main Campus

MWC ...... Mazie Woodruff Center (Northwest Winston-Salem)
NWFC..... Northwest Forsyth Center (King)
SGA .... Student Government Association

TEC.......... Technology Building
WC .... West Campus

Fall Semester 2011

August						
M	T	W	TH	F	S	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September						
M	T	W	TH	F	S	S
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12	13	14	15	16	17	18
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26	27	28	29	30		

October						
M	T	W	TH	F	S	S
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24	25	26	27	28	29	30
31						

November						
M	T	W	TH	F	S	S
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14	15	16	17	18	19	20
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28	29	30				

December						
M	T	W	TH	F	S	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Monday	Tuesday	Wednesday
1	**2**	**3**
8	**9**	**10**
15 Financial Aid Bookstore Charges Allowed Today Through September 9 First Day of Forsyth Middle College Fall Semester Classes First Day of Forsyth Early College Fall Semester Classes	**16** College Closed to Students (Employee Meeting Day)	**17** Late Registration for Fall Semester > 8 a.m. - 7 p.m.
22 First Day of Fall Semester Classes First Day of Stokes Early College Fall Semester Classes Drop/Add > 8 a.m. - 7 p.m.	**23** Drop/Add > 8 a.m. - 7 p.m. Payment Deadline for Any "Adds" During Drop/Add > 7 p.m. SGA Council Meeting > TEC 130 > Time TBA Last Day to Apply for 75% Refund for 1st 4-Week Classes	**24**
29	**30** Student Resource Day > MC, MWC & NWC > Time TBA	**31** Minority Male Mentoring Program Information Booth > Location TBA > Time TBA Last Day to Apply for 75% Refund for Full Semester Classes

COLOR KEY

COLOR	AREA OF COLLEGE
Black	Holidays/General Information
Blue	Admissions/Registration
Green	Financial Aid/Bookstore/Payment Information
Purple	Career Services/Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center
Red	Student Activities

Thursday	Friday	Saturday	Sunday
4	5	6	7
11	12	13	14
	Payment Deadline for Fall Semester > Noon		
18	19	20	21
Late Registration for Fall Semester > 8 a.m. - 7 p.m.	Late Registration for Fall Semester > 8 a.m. - Noon Payment Deadline for Fall Semester > Noon Deadline for 100% Refund for Fall Semester Full-Term and 1st 8-Week Classes > 3 p.m.		
25	26	27	28
Last Day for 75% Refund for 1st 8-Week Classes Minority Male Mentoring Program Information Booth > Location TBA > Time TBA			

TERM KEY

TERM	EXPLANATION
ALL	Allman Center
ARD	Ardmore Hall
GSC	Grady Swisher Center (Kernersville)
HAU	Hauser Hall
MC	Main Campus
MWC	Mazie Woodruff Center (Northwest Winston-Salem)
NWFC	Northwest Forsyth Center (King)
SGA	Student Government Association
TEC	Technology Building
WC	West Campus

5

SEPTEMBER

Fall Semester 2011

2010

August
M	T	W	TH	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
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29	30	31				

September
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October
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November
M	T	W	TH	F	S	S
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21	22	23	24	25	26	27
28	29	30				

December
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Monday	Tuesday	Wednesday
5 Labor Day Holiday > College Closed/No Classes	**6** SGA Council Meeting > TEC 130 > Time TBA	**7** Career Assessment > MWC > 9 - 10 a.m. Student Resource Day > GSC
12 Clubs Council Meeting > TEC 130 > 2 p.m. Minority Male Mentoring Program Information Booth > Location TBA > Time TBA	**13** Career Assessment > TEC 544 > 10 - 11 a.m. and 3 - 4 p.m.	**14** Career Assessment > NWC 244 > 10 - 11 a.m. Time Management Workshop > Location TBA > 1 p.m. Minority Male Mentoring Program Kickoff Accommodations Due to Disability Services Office for Returning Students
19 Last Day to Drop Without Penalty (Automatic W Grade) for 1st 8-Week Classes	**20** SGA Council Meeting > TEC 130 > Time TBA	**21** Shugart Women's Center Health Fair > TEC Lobby > 9 - 11:30 a.m. Career Assessment > GSC 213 > 10 - 11 a.m. Taking Notes and Reading Textbooks Workshop > Location TBA > 1 p.m. Last Day for 75% Refund for 2nd 4-Week Classes
26	**27** Career Assessment > TEC 544 > 10 - 11 a.m. and 3 - 4 p.m.	**28** Test Preparation and Test Anxiety Workshop > Location TBA > 1 p.m.

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Purple	Career Services/Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center
Red	Student Activities

SEPTEMBER

2011

Thursday	Friday	Saturday	Sunday
1 Student Resource Day (Evening Students) > MC > 4:30 - 6:30 p.m.	**2**	**3**	**4**
8 Minority Male Mentoring Program Information Booth > Location TBA > Time TBA	**9** Last Day for Financial Aid Bookstore Charges for Fall Semester	**10**	**11**
15 Shugart Women's Center Clothes Distribution > HAU 206 > 9 a.m. - 1 p.m.	**16** Constitution Day > Location TBA > 11 a.m. Back to School Golf Tournament > Location TBA > 1 p.m. Intent to Graduate Forms Due for Prospective December Graduates	**17**	**18**
22	**23**	**24**	**25**
29 Admissions Deadline for Spring 2012 ADN Program	**30**		

TERM KEY

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OCTOBER

Fall Semester 2011

2011

August

M	T	W	TH	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

M	T	W	TH	F	S	S
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19	20	21	22	23	24	25
26	27	28	29	30		

October

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

M	T	W	TH	F	S	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Monday	Tuesday	Wednesday
3	**4** Career Assessment > TEC 544 > 10 - 11 a.m. and 3 - 4 p.m. Co-Ed Intramural Volleyball Info/Organizational Meeting > WC Gym > 3 p.m. SGA Council Meeting > TEC 130 > Time TBA	**5** Minority Male Mentoring Program Clothing Drive > ALL 114 > 9 a.m. - Noon Constructing a Resume Workshop > NWC 244 > 10 - 11 a.m. Test Taking Techniques Workshop > Location TBA > 1 p.m. Bowling League > Creekside Lanes > 3 p.m. College Transfer Information Session > Location TBA > Time TBA
10 Fall Break > No Classes/Faculty Work Day	**11** Fall Break > No Classes/Faculty Work Day	**12** Fall Break > No Classes/Faculty Work Day and Professional Development Day Financial Aid Balance Checks Mailed
17	**18** Co-Ed Intramural Volleyball Match > WC Gym > 3 p.m. SGA Council Meeting > TEC 130 > Time TBA	**19** Bowling League > Creekside Lanes > 3 p.m. Passionately Pink Day
24 Last Day to Apply for 75% Refund for 3rd 4-Week Classes	**25**	**26**
31	Career Assessment > TEC 544 > 10 -11 a.m. and 3 - 4 p.m. Co-Ed Intramural Volleyball Match > WC Gym > 3 p.m.	Last Day to Apply for 75% Refund for 2nd 8-Week Classes Bowling League > Creekside Lanes > 3 p.m.

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Purple .....Career Services/Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center
Red..........Student Activities

Thursday	Friday	Saturday	Sunday
		1	**2**
6	**7**	**8**	**9**
Time Management Workshop > Location TBA > 5:30 p.m. **13**	**14**	**15**	**16**
Taking Notes and Reading Textbooks Workshop > Location TBA > 5:30 p.m. Registration for 2nd 8-Week Classes > 8 a.m. - 7 p.m. Stop the Violence Event > TEC Lobby > 11 a.m. - 1 p.m. Test Preparation and Test Anxiety Workshop > TBA Location > 5:30 p.m. Last Day to Drop Without Penalty (Automatic W Grade) for Full-Semester Classes Last Day to Apply for 100% Refund for 2nd 8-Week Classes Accommodations Due to Disability Services Office for New Students **20**	Fall Festival > MC > 11 a.m. - 2 p.m. **21**	**22**	**23**
27	Shugart Women's Center Clothes Distribution > HAU 206 > 9 a.m. - 1 p.m. First Day of 2nd 8-Week Classes Fall Golf Tournament > Location TBA > Time TBA **28**	**29**	**30**
Test Taking Techniques Workshop > Location TBA > 5:30 p.m.			

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Fall Semester 2010

August

M	T	W	TH	F	S	S
1	2	3	4	5	6	7
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29	30	31				

September

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October

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24	25	26	27	28	29	30
31						

November

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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

M	T	W	TH	F	S	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Monday	Tuesday	Wednesday
	1 Co-Ed Intramural Volleyball Match > WC Gym > 3 p.m. SGA Council Meeting/SGA Spring Planning Day > TEC 130 > Time TBA	**2** Minority Male Mentoring Program Clothing Drive > ALL 114 > 9 a.m. - Noon Bowling League > Creekside Lanes > 3 p.m.
7	**8** Career Assessment > TEC 544 > 10 - 11 a.m. and 3 - 4 p.m. Co-Ed Intramural Volleyball Match > WC Gym > 3 p.m.	**9** Career Assessment > NWC 244 > 10 - 11 a.m.
14	**15** Co-Ed Intramural Volleyball Match > WC Gym > 3 p.m. SGA Council Meeting > TEC 130 > Time TBA	**16** Bowling League > Creekside Lanes > 3 p.m. Financial Aid Balance Checks Mailed Last Day to Drop Without Penalty (Automatic W) for 2nd 8-Week Classes
21 Last Day to Apply for 75% Refund for 4th 4-Week Classes Angel Tree Kickoff > Location TBA > Time TBA	**22** Co-Ed Intramural Volleyball Match > WC Gym > 3 p.m. Mammogram Mobile Unit > Location TBA > Time TBA	**23** Career Assessment > GSC 213 > 10 - 11 a.m.
28	**29** SGA Council Meeting > TEC 130 > Time TBA Co-Ed Intramural Volleyball Banquet > Location TBA > Time TBA	**30**

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Red..........Student Activities

NOVEMBER

2011

Thursday	Friday	Saturday	Sunday
3	**4**	**5**	**6**
10	**11**	**12**	**13**
17	**18**	**19**	**20**
Shugart Women's Center Clothes Distribution > HAU 206 > 9 a.m. - 1 p.m. Great American Smokeout Day	Deadline to Have Completed FAFSA and Have All Required Documents to Student Financial Services for Spring Semester		
24	**25**	**26**	**27**
Thanksgiving Holiday > College Closed/No Classes	Thanksgiving Holiday > College Closed/ No Classes	Thanksgiving Holiday > College Closed/ No Classes	

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ALL.......... Allman Center

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DECEMBER

2011

August
M	T	W	TH	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September
M	T	W	TH	F	S	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October
M	T	W	TH	F	S	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November
M	T	W	TH	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December
M	T	W	TH	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Monday	Tuesday	Wednesday
5	**6**	**7**
12	SGA Council Meeting > TEC 130 > Time TBA **13**	Minority Male Mentoring Program Clothing Drive > ALL 114 > 9 a.m. - Noon **14**
19	**20**	Financial Aid Balance Checks Mailed **21**
Last Day of Fall Semester Classes Last Day of Stokes Early College Fall Semester Classes **26**	No Classes > Faculty Work Day **27**	No Classes > Faculty Work Day **28**
Winter Holidays > College Closed/No Classes	Winter Holidays > College Closed/No Classes	Winter Holidays > College Closed/No Classes

COLOR KEY

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Blue ....Admissions/Registration
Green .....Financial Aid/Bookstore/Payment Information
Purple .....Career Services/Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center
Red..........Student Activities

Notes

Thursday	Friday	Saturday	Sunday
1	**2**	**3**	**4**
8	**9**	**10**	**11**
15	**Payment Deadline for Spring Semester >** Noon **16**	**17**	**18**
22	**23**	**24**	**25**
Winter Holidays > College Closed/No Classes **29**	Winter Holidays > College Closed/No Classes **30**	Winter Holidays > College Closed/ No Classes **31**	
Winter Holidays > College Closed/No Classes	Winter Holidays > College Closed/No Classes	Winter Holidays > College Closed/ No Classes	

Spring Semester 2012

January

M	T	W	TH	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February

M	T	W	TH	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

March

M	T	W	TH	F	S	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

M	T	W	TH	F	S	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May

M	T	W	TH	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Monday	Tuesday	Wednesday
2 New Year's Holiday > College Closed/No Classes	**3** No Classes > Faculty Work Day	**4** Financial Aid Bookstore Charges Allowed Today Through January 27 Late Registration > 8 a.m. - 7 p.m.
9 First Day of Spring Semester Classes First Day of Stokes Early College Spring Semester Classes Drop/Add > 8 a.m. - 7 p.m.	**10** Drop/Add > 8 a.m. - 7 p.m. SGA Council Meeting > TEC 130 > Time TBA Payment Deadline for Any Changes Made During Drop/Add > 7 p.m. Last Day to Apply for 75% Refund for 1st 4-Week Classes	**11** Minority Male Mentoring Program Clothing Drive > ALL 114 > 9 a.m. - Noon Minority Male Mentoring Program Information Booth > Location TBA > Time TBA
16 Martin Luther King Jr. Holiday > College Closed/No Classes	**17**	**18** Career Assessment > GSC 213 > 10 - 11 a.m. Martin Luther King Jr. Celebration > Location TBA > 11:30 a.m.
23 Clubs Council Meeting > TEC 130 > 2 p.m.	**24** Co-Ed Intramural Basketball Info/Organizational Meeting > WC Gym > 3 p.m. SGA Council Meeting > TEC 130 > Time TBA	**25**
30	**31** Co-Ed Intramural Basketball Games > WC Gym > 3 p.m.	Minority Male Mentoring Program Clothing Distribution > ALL 114 > By Appointment Only Accommodations Due to Disability Services Office for Returning Students

COLOR   AREA OF COLLEGE
Black ....Holidays/General Information
Blue ....Admissions/Registration
Green ......Financial Aid/Bookstore/Payment Information
Purple .....Career Services/Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center
Red..........Student Activities

Notes

Thursday	Friday	Saturday	Sunday
			1
5	**6**	**7**	**8**
	Late Registration > 8 a.m. Noon Payment Deadline for All Late Registration Activity > Noon Deadline to Apply for 100% Refund for Spring Full-Semester Classes and 1st 8-Week Classes > 3 p.m.		
Late Registration > 8 a.m. 7 p.m. **12**	**13**	**14**	**15**
Career Assessment >MWC > 10 - 11 a.m. Last Day for 75% Refund for 1st 8-Week Classes **19**	**20**	**21**	**22**
Last Day for 75% Refund for Full-Semester Classes **26**	**27**	**28**	**29**
	Last Day for Financial Aid Bookstore Charges for Spring Semester		

TERM KEY

TERM	EXPLANATION
ALL	Allman Center
ARD	Ardmore Hall
GSC	Grady Swisher Center (Kernersville)
HAU	Hauser Hall
MC	Main Campus
MWC	Mazie Woodruff Center (Northwest Winston-Salem)
NWFC	Northwest Forsyth Center (King)
SGA	Student Government Association
TEC	Technology Building
WC	West Campus

Spring Semester 2012

January

M	T	W	TH	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February

M	T	W	TH	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

March

M	T	W	TH	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

M	T	W	TH	F	S	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May

M	T	W	TH	F	S	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Monday	Tuesday	Wednesday
		1 Minority Male Mentoring Program Clothing Drive > ALL 114 > 9 a.m. - Noon Minority Male Mentoring Program Celebrating Black History Month > Location TBA > Time TBA
6 Last Day to Drop Without Penalty (Automatic W Grade) for 1st 8-Week Classes	**7** Career Assessment > TEC 544 > 10 - 11 a.m. and 3 - 4 p.m. Co-Ed Intramural Basketball Games > WC Gym > 3 p.m.	**8** Time Management Workshop > Location TBA > 1 p.m. Last Day to Apply for 75% Refund for 2nd 4-Week Classes Minority Male Mentoring Program Celebrating Black History Month > Location TBA > Time TBA
13	**14** Co-Ed Intramural Basketball Games > WC Gym > 3 p.m.	**15** Interviewing Skills > GSC 213 > 10 - 11 a.m. Taking Notes and Reading Textbooks Workshop > Location TBA > 1 p.m. Minority Male Mentoring Program Celebrating Black History Month > Location TBA > Time TBA
20	**21** Career Assessment > TEC 544 > 10 - 11 a.m. and 3 - 4 p.m. Co-Ed Intramural Basketball Games > WC Gym > 3 p.m. SGA Council Meeting > TEC 130 > Time TBA	**22** Test Preparation and Test Anxiety Workshop > Location TBA > 1 p.m. Minority Male Mentoring Program Celebrating Black History Month > Location TBA > Time TBA
27	**28** Co-Ed Intramural Basketball Games > WC Gym > 3 p.m.	**29** Test Taking Techniques Workshop > Location TBA > 1 p.m. Minority Male Mentoring Program Clothing Distribution > ALL 114 > By Appointment Only Minority Male Mentoring Program Celebrating Black History Month > Location TBA > Time TBA Financial Aid Balance Checks Mailed

COLOR   AREA OF COLLEGE
Black ....Holidays/General Information
Blue ....Admissions/Registration
Green ......Financial Aid/Bookstore/Payment Information
Purple .....Career Services/Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center
Red..........Student Activities

Notes

FEBRUARY 2012

Thursday	Friday	Saturday	Sunday
2	**3**	**4**	**5**
Co-Ed Intramural Basketball Games > WC Gym > 3 p.m.	**Intent to Graduate Forms Due for Prospective May or July Graduates** National Wear Red Day (Women's Heart Health)		
9	**10**	**11**	**12**
Inteviewing Skills > MWC > 10 - 11 a.m. **Co-Ed Intramural Basketball Games** > WC Gym > 3 p.m. **Black History Month Program** > Location TBA > Time TBA			
16	**17**	**18**	**19**
Shugart Women's Center Clothes Distribution > HAU 206 > 9 a.m. 1 p.m. Constructing a Resume Workshop > TEC 544 > 10 - 11 a.m. **Co-Ed Intramural Basketball Games** > WC Gym > 3 p.m.	**Apollo Night** > ARD Auditorium > Time TBA		
23	**24**	**25**	**26**
Co-Ed Intramural Basketball Games > WC Gym > 3 p.m.			

Spring Semester 2012

January

M	T	W	TH	F	S	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February

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13	14	15	16	17	18	19
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27	28	29				

March

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

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23	24	25	26	27	28	29
30						

May

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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Monday	Tuesday	Wednesday
5	**6**	**7**
Last Day to Drop Without Penalty (Automatic W Grade) for Full-Semester Classes Registration for 2nd 8-Week Classes > 8 a.m. - 7 p.m. Last Day to Apply for 100% Refund for 2nd 8-Week Classes Accommodations Due to Disability Services Office for New Students	Interviewing Skills > TEC 544 > 10 - 11 a.m. Co-Ed Intramural Basketball Games > WC Gym > 3 p.m. SGA Council Meeting > TEC 130 > Time TBA First Day of 2nd 8-Week Classes	Minority Male Mentoring Program Clothing Drive > ALL 114 > 9 a.m. - Noon Last Day to Apply for 75% Refund for 3rd 4-Week Classes College Transfer Information Sessions > Location TBA > Time TBA
12	**13**	**14**
Spring Break > No Classes/ Faculty Work Day	Spring Break > No Classes/ Faculty Work Day	Spring Break > No Classes/Professional Development and Planning Day
19	**20**	**21**
Women's Week	Co-Ed Intramural Basketball Games > WC Gym > 3 p.m. SGA Council Meeting > TEC 130 > Time TBA Women's Week	Financial Aid Balance Checks Mailed Grad Fair > TEC Lobby > 1 - 7 p.m. Women's Week
26	**27**	**28**
	Women's Achievement Program > ARD Auditorium > 3 p.m.	Minority Male Mentoring Program Clothing Distribution > ALL 114 > By Appointment Only

COLOR   AREA OF COLLEGE

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Purple .....Career Services/Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center
Red..........Student Activities

Advising for Summer Term and Fall Semester starts this month. Please check **Techlink** for the exact dates.

Thursday	Friday	Saturday	Sunday
1 **Co-Ed Intramural Basketball Games** > WC Gym > 3 p.m. **Time Management Workshop** > Location TBA > 5:30 p.m. Admissions Deadline for Fall 2012 ADN and PN Programs	**2**	**3**	**4**
8 **Career Assessment** > MWC > 10 - 11 a.m. **Co-Ed Intramural Basketball Games** > WC Gym > 3 p.m. **Taking Notes and Reading Textbooks Workshop** > Location TBA > 5:30 p.m.	**9** Last Day for 75% Refund for 2nd 8-Week Classes	**10**	**11**
15 **Shugart Women's Center Clothes Distribution** > HAU 206 > 9 a.m. 1 p.m. **Co-Ed Intramural Basketball Games** > WC Gym > 3 p.m. **Test Preparation and Test Anxiety Workshop** > Location TBA > 5:30 p.m.	**16**	**17**	**18**
22 **Grad Fair** > TEC Lobby > 10 a.m. - 4 p.m. **Co-Ed Intramural Basketball Games** > WC Gym > 3 p.m. **Test Taking Techniques Workshop** > Location TBA > 5:30 p.m. Women's Week	**23** Women's Week	**24**	**25**
29 Admissions Deadline for Fall 2012 Allied Health Programs **Co-Ed Intramural Basketball Games** > WC Gym > 3 p.m.	**30** **Deadline to Have Completed FAFSA and Have All Required Documents to Student Financial Services for Summer Term**	**31**	

TERM KEY

TERM	EXPLANATION
ALL	Allman Center

ARD .... Ardmore Hall
GSC .... Grady Swisher Center (Kernersville)
HAU .... Hauser Hall
MC .... Main Campus
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NWFC ..... Northwest Forsyth Center (King)
SGA .... Student Government Association
TEC .... Technology Building
WC .... West Campus

Spring Semester 2012

January

M	T	W	TH	F	S	S
						1
2	3	4	5	6	7	8
9	10	1	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February

M	T	W	TH	F	S	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

March

M	T	W	TH	F	S	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

M	T	W	TH	F	S	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May

M	T	W	TH	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Monday	Tuesday	Wednesday
2	**3** Co-Ed Intramural Basketball Games > WC Gym > 3 p.m. SGA Council Meeting > TEC 130 > Time TBA	**4** Minority Male Mentoring Program Clothing Drive > ALL 114 > 9 a.m. - Noon
9	**10**	**11** Job Fair - TEC Lobby > 9 a.m. - 1 p.m. Last Day to Apply for 75% Refund for 4th 4-Week Classes
16	**17**	**18**
23	**24** SGA Council Meeting > TEC 130 > Time TBA	**25**
30	Payment Deadline for Summer Term > Noon	Minority Male Mentoring Program Clothing Distribution > ALL 114 > By Appointment Only Financial Aid Balance Checks Mailed

COLOR KEY

COLOR — AREA OF COLLEGE

Black ....Holidays/General Information
Blue ....Admissions/Registration
Green ......Financial Aid/Bookstore/Payment Information
Purple .....Career Services/Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center
Red..........Student Activities

Notes

Thursday	Friday	Saturday	Sunday
			1
5	6	7	8
12 Last Day to Drop Without Penalty (Automatic W Grade) for 2nd 8-Week Classes	13 Easter Holiday > College Closed/No Classes	14 Easter Holiday > College Closed > No Classes *OPEN HOUSE*	15
19	20 Spring Fling > MC >10 a.m. - 1 p.m. *PD WC 1-3*	21	22
26 Shugart Women's Center Clothes Distribution > HAU 206 > 9 a.m. - 1 p.m.	27	28	29

MAY

Spring Semester 2012

January

M	T	W	TH	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February

M	T	W	TH	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

March

M	T	W	TH	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

M	T	W	TH	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May

M	T	W	TH	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Monday	Tuesday	Wednesday
	1 Constructing a Resume Workshop > TEC 544 > 10 - 11 a.m. SGA Council Meeting > TEC 130 > Time TBA	**2** Minority Male Mentoring Program Clothing Drive > ALL 114 > 9 a.m. - Noon
7 Last Day of Spring Semester Classes Last Day of Stokes Early College Spring Semester Classes	**8**	**9**
14	**15** Late Registration for Summer > 8 a.m. - 7 p.m. Payment Deadline for Summer Term > 7 p.m. Last Day to Apply for 100% Refund for Summer Term Classes	**16** First Day of Summer Term Classes Drop/Add > 8 a.m. - 7 p.m.
21	**22** Last Day for 75% Refund for Full-Term (10-Week) Classes	**23** Last Day of Forsyth Middle College Spring Semester Classes Last Day of Forsyth Early College Spring Semester Classes
28 Memorial Day Holiday > College Closed/ No Classes	**29**	**30** Accommodations Due to Disability Services Office for Returning Students

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Purple .....Career Services/Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center
Red..........Student Activities

Thursday	Friday	Saturday	Sunday
3	4	5	6
10	11	12	13
Commencement	First Day to Use Financial Aid and Third-Party Funds to Charge in Bookstore for Summer Term 2012		
17	18	19	20
Drop/Add > 8 a.m. - 7 p.m. Shugart Women's Center Clothes Distribution > HAU 206 > 9 a.m. - 1 p.m. Payment Deadline for Any Changes Made During Drop/Add > 7 p.m.	Last Day for 75% Refund for 1st 5-Week Classes		
24	25	26	27
	Last Day to Use Financial Aid and Third-Party Funds to Charge in Bookstore for Summer Term 2012		
31			

TERM KEY

TERM   EXPLANATION
ALL......... Allman Center

ARD........ Ardmore Hall
GSC .... Grady Swisher Center (Kernersville)
HAU .... Hauser Hall
MC .... Main Campus

MWC...... Mazie Woodruff Center (Northwest Winston-Salem)
NWFC..... Northwest Forsyth Center (King)
SGA .... Student Government Association

TEC......... Technology Building
WC .... West Campus

Summer
Semester
2012

May

M	T	W	TH	F	S	S
	1	2	3	4	5	6
7	8	9	10	1	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June

M	T	W	TH	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July

M	T	W	TH	F	S	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	~				

Monday	Tuesday	Wednesday
4	**5**	**6**
11	**12**	**13**
18 Minority Male Mentoring Program Celebrating Men's Health Week	**19** Minority Male Mentoring Program Celebrating Men's Health Week	**20** Last Day to Drop Without Penalty (Automatic W Grade) for 1st 8-Week Classes Minority Male Mentoring Program Celebrating Men's Health Week
25	**26**	**27** Last Day of 1st 5-Week Classes Last Day to Drop Without Penalty (Automatic W Grade) for Full-Term (10-Week) Classes
	Last Day for 75% Refund for 2nd 5-Week Classes	Financial Aid Balance Checks Mailed

COLOR   AREA OF COLLEGE
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Green ......Financial Aid/Bookstore/Payment Information
Purple .....Career Services/Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center
Red..........Student Activities

Thursday	Friday	Saturday	Sunday
	1	2	3
7	8	9	10
14	Intent to Graduate Forms Due for Prospective July Graduates 15	16	17
Minority Male Mentoring Program Celebrating Men's Health Week 21	Minority Male Mentoring Program Celebrating Men's Health Week 22	23	24
Shugart Women's Center Clothes Distribution > HAU 206 > 9 a.m. - 1 p.m. First Day of 2nd 5-Week Classes Last Day for 100% Refund for 2nd 5-Week Classes Accommodations Due to Disability Services Office for New Students 28	29	30	

Summer
Term
2012

May

M	T	W	TH	F	S	S
	1	2	3	4	5	6
7	8	9	10	1	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June

M	T	W	TH	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July

M	T	W	TH	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Monday	Tuesday	Wednesday
2	3	4
		Independence Day Holiday > College Closed/ No Classes
9	10	11
16	17	18
		Walk-in *8:00-*
Last Day of 8-Week Classes 23	24	25
Last Day of Summer Term Classes 30	31	

COLOR KEY

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Purple .....Career Services/Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center
Red..........Student Activities

Thursday	Friday	Saturday	Sunday
			1
5	6	7	8
No Classes > Faculty Work Day 12	No Classes > Faculty Work Day 13	No Classes 14	15
19	20	21	22
Reg. *7.00* Shugart Women's Center Clothes Distribution > HAU 206 > 9 a.m. - 1 p.m. 26	27	28	29

Fall Semester 2012

August

M	T	W	TH	F	S	S
		1	2	3	4	5
6	7	8	9	10	1	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

M	T	W	TH	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

M	T	W	TH	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

M	T	W	TH	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December

M	T	W	TH	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Monday	Tuesday	Wednesday
		1
6	**7**	**8**
13	**14**	**15**
20	**21**	**22**
First Day of Fall Semester Classes **27**	**28**	**29**

Career Assessment > TEC 544 > 10 - 11:30 a.m. and 4 - 5:30 p.m.

COLOR   AREA OF COLLEGE
Black ....Holidays/General Information
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Green ......Financial Aid/Bookstore/Payment Information
Purple .....Career Services/Counseling/Disability Services/Minority Male
                Mentoring/Shugart Women's Center
Red.........Student Activities

Notes

Thursday	Friday	Saturday	Sunday
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30	31		

Fall Semester 2011

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 - 8:30 a.m.							
8:30 - 9 a.m.							
9 - 9:30 a.m.							
9:30 - 10 a.m.							
10 - 10:30 a.m.							
10:30 - 11 a.m.							
11 - 11:30 a.m.							
11:30 a.m. - Noon							
Noon - 12:30 p.m.							
12:30 - 1 p.m.							
1 - 1:30 p.m.							
1:30 - 2 p.m.							
2 - 2:30 p.m.							
2:30 - 3 p.m.							
3 - 3:30 p.m.							
3:30 - 4 p.m.							
4 - 4:30 p.m.							
4:30 - 5 p.m.							
5 - 5:30 p.m.							
5:30 - 6 p.m.							
6 - 6:30 p.m.							
6:30 - 7 p.m.							
7 - 7:30 p.m.							
7:30 - 8 p.m.							
8 - 8:30 p.m.							
8:30 - 9 p.m.							
9 - 9:30 p.m.							
9:30 - 10 p.m.							

my activities and class schedule

2012 Spring Semester

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 - 8:30 a.m.							
8:30 - 9 a.m.							
9 - 9:30 a.m.							
9:30 - 10 a.m.							
10 - 10:30 a.m.							
10:30 - 11 a.m.							
11 - 11:30 a.m.							
11:30 a.m. - Noon							
Noon - 12:30 p.m.							
12:30 - 1 p.m.							
1 - 1:30 p.m.							
1:30 - 2 p.m.							
2 - 2:30 p.m.							
2:30 - 3 p.m.							
3 - 3:30 p.m.							
3:30 - 4 p.m.							
4 - 4:30 p.m.							
4:30 - 5 p.m.							
5 - 5:30 p.m.							
5:30 - 6 p.m.							
6 - 6:30 p.m.							
6:30 - 7 p.m.							
7 - 7:30 p.m.							
7:30 - 8 p.m.							
8 - 8:30 p.m.							
8:30 - 9 p.m.							
9 - 9:30 p.m.							
9:30 - 10 p.m.							

Summer Term 2012

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 - 8:30 a.m.							
8:30 - 9 a.m.							
9 - 9:30 a.m.							
9:30 - 10 a.m.							
10 - 10:30 a.m.							
10:30 - 11 a.m.							
11 - 11:30 a.m.							
11:30 a.m. - Noon							
Noon - 12:30 p.m.							
12:30 - 1 p.m.							
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my activities and class schedule

2011

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Shugart Women's Center

The overall mission of the Shugart Women's Center (SWC) is to promote the educational, personal and professional development of women attending Forsyth Tech by providing advocacy, referrals, information and resources to assist in achieving positive outcomes. Although the primary focus is on female students, the SWC is open to all students enrolled at Forsyth Tech, as well as faculty and staff. The center addresses many issues including educational awareness, economic wisdom, personal development, conflict resolution, healthy living and student family support services. Programs that are offered through the center include:

> Counseling and Referrals
> The director of the SWC is available to provide counseling and referrals based on individual needs. Information gathered during counseling or referrals remains confidential. One of the most critical objectives of this service is to match the individual with the appropriate agency or organization that will suit his or her need. The SWC also has a collection of brochures and information about community agencies and programs.

> Library
> The SWC houses a substantial collection of more than 550 donated books, tapes and magazines. Materials in the library may be checked out by students and staff. The comfortable lounge area is available for students to study or just relax. The area may be utilized for small group meetings. A computer with Internet access is available for students needing to complete assignments or do research.

> Workshops and Displays
> Workshops are scheduled by the SWC on a variety of subjects during each semester. Information presented provides guidance for handling issues and challenges that students face at work, home and school. Open forums are conducted to allow students to ask questions and voice their opinions. Displays are set up to inform and educate students, faculty and staff.

> Enhancement Center
> The Enhancement Center is stocked with casual and professional clothing for female students in need. Items are donated by individuals and organizations. Clothes distributions are done throughout the year.

For more information, contact the Shugart Women's Center, Room 206, 2nd floor, Hauser Hall, Main Campus or 336.734.7280.

James A. Rousseau Minority Male Mentoring Program

Forsyth Tech has made a substantial commitment to providing opportunities to support the success of its students. The college has a rich history of supporting and mentoring minority males through a variety of institutional initiatives and mentoring programs.

The Forsyth Tech Minority Male initiative will identify and provide academic, social and motivational support for a cohort of minority males currently enrolled at the college.

The primary goal of the James A. Rousseau Minority Male Mentoring Program is to provide appropriate support services and other incentives to enable more minority students to successfully complete their educational objectives without dropping out or interrupting their course of study. The following supportive and retention strategies are provided to fulfill our goals:

> To provide an open forum for minority males to discuss issues and concerns.

> To give structure and support to promote goal-setting and positive choices in decision-making.

> To improve the retention and graduation rate of minority males at the college.

> To increase the awareness of support services available at the college.

> To assist students with practical knowledge of budgeting, investments and savings.

> Individual and small group sessions are held by senior mentors who are volunteers from the community. Forsyth Tech's minority staff also serves as mentors.

> The coordinators collaborate with organizations and groups on and off campus to enhance the services available to the students.

> An Early Alert System is being planned to assure success in the classroom for all students.

> We share cultural and educational activities with local colleges to help our students become well-rounded.

For more information, contact the James A. Rousseau Minority Male Mentoring Program, Room 114, 1st Floor, Allman Center, Main Campus or 336.757.3385.

Student Activity Fee

All curriculum students pay the Student Activity Fee when they register and automatically become members of Forsyth Tech's Student Government Association (SGA). The fee supports student activities programs at the college and provides funding for the student newspaper, student government, intramurals, student clubs and organizations, and other cultural and social events. Though called an activity fee, it is used for more than just providing activities. Below is a list of expenses covered by the student activity fee:

> **Graduation expenses** are partially covered.
> **Free activities and entertainment** such as the Student Resources Day, Fall Festival, Spring Fling, Martin Luther King Jr. Celebration, and many other programs
> **Student publications** such as this Student Academic Planner and the student newsletter Technically Speaking are available free of charge.
> **Intramural sports and recreational activities** (i.e. basketball, golf, volleyball, etc.).
> **All Student Government Association expenses** are paid out of student activity fee funds. Expenses include staffing, supplies and materials for the Student Activities Office and all SGA related expenses.
> Forsyth Tech is a member of the North Carolina Comprehensive Community College Student Government Association (N4CSGA). The N4CSGA offers two conferences each year. These conferences offer **workshops and seminars** to prepare students to lead the SGA.

Student Activity Fees helped fund the following in 2010-2011:

Women's Achievement Program

N4CSGA Conference

Spring Fling

Fall Festival

Commencement

Constitution Day

Golf Tournaments
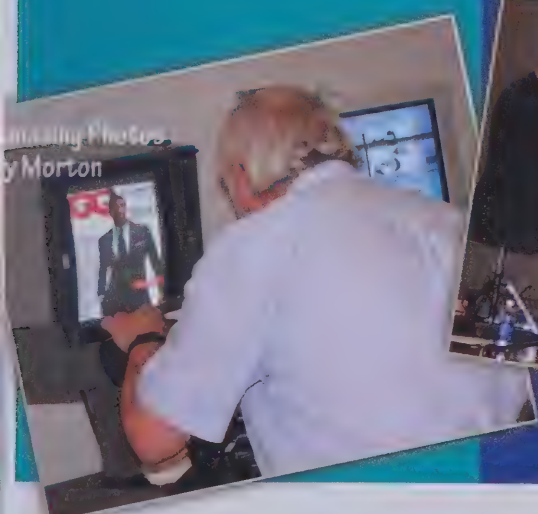
Morton
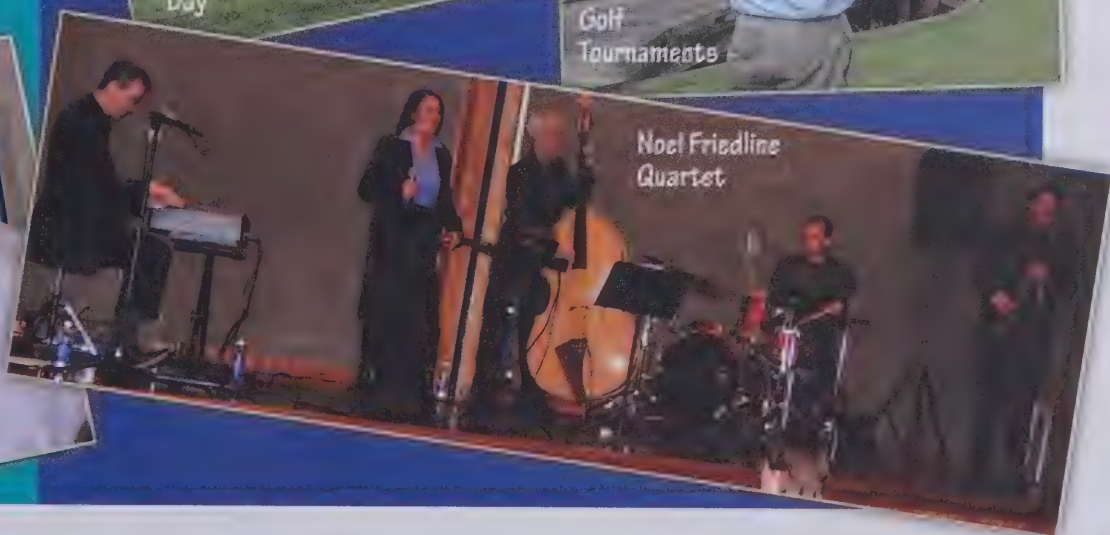
Noel Friedline Quartet

Department of *Student Activities*

In Student Activities, we facilitate opportunities for students to become active at Forsyth Tech beyond the classroom. Our programs function to promote holistic student development with a focus on: personal/ professional development, leadership training, team building, and college resource awareness. We strongly encourage our students and staff to participate in our events, and appreciate the valuable experiences that our students bring. Student Activities strives to not only provide an outlet for fun activities but to be an extension of the classroom. A major focus of our department is on student leadership development. Get involved! The Department of Student Activities offers a leadership series, community service opportunities and maintains the following programs and organizations:

> **Student Government Association**
> **Clubs and Organizations**
> **Intramural Sports and Recreational Activities Program**
> **Technically Speaking** (student newspaper)

We offer both extra-curricular and co-curricular programs that support diversity and promote engagement between faculty/staff, administrators, community, and students. Student Activities achieves the goal of student engagement by providing meaningful opportunities and activities for our students. We offer recreational and intramural activities that encourage leadership, wellness, and physical fitness. Various opportunities are available for students to participate in campus outreach, community service, leadership, workshops, and participation in student activities functions which promote fun, learning and development.

Department programs and initiatives are funded by the Student Activities fee and are therefore at little or no cost to students. Some of our annual events and programs include:

> **Student Resources Day**
> **Constitution Day**
> **Fall Festival**
> **Angel Tree**
> **Blood Drives**
> **Leadership Development Series**
> **Spring Fling**
> **Martin Luther King Celebration**
> **Women's Achievement Program**

The Student Government Association (SGA) is composed of all current Forsyth Technical Community College students and is governed by the Student Government Council. The Student Government Council consists of the student government officers and
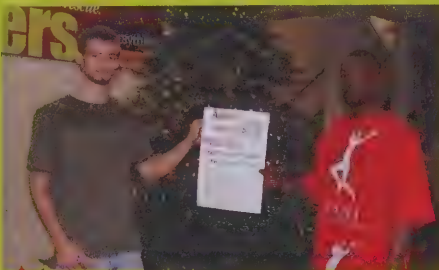
▲ Angel Tree Project

▲ N4CSGA Service Project

▲ Blood Drive

representatives. Students develop skills in leadership, networking, team building, and project management. These are lifelong skills that are useful in any career. Students also have an opportunity to engage in college-wide and community activities that not only enhance the individual but allow them to give back.

The Student Government Association Council is intended to be a laboratory of development for motivated students. Participation in the Council provides students with an opportunity to gain a more in depth and diverse set of ongoing leadership experiences. This is an organization in which students can test their education, experiment with social and group dynamics, and make positive personal and professional changes.

Responsibilities of the Student Government Council include developing and implementing student programs under the guidance of an advisor. Conducting meetings, addressing student issues, maintaining office hours, working and managing events are all part of the learning adventure with SGA. During meetings and projects, students learn and practice parliamentary procedure, group dynamics, team work, and gain the experience of getting things done in a diverse setting. The SGA is the voice of the students.

Student Government Association Constitution

Preamble

We, the students of Forsyth Technical Community College, in order to promote the philosophy of the College, which encourages the development of its students as total persons, and in order to serve the students of our educational institution by providing leadership and opportunity for participation in a wide range of programs and activities, do establish this Constitution with the approval of the president of Forsyth Technical Community College.

Article I Name

The name of this organization shall be the Student Government Association of Forsyth Technical Community College, hereafter referred to as the SGA. The governing body of the SGA shall be called the Student Government Council, hereafter referred to as the SGC.

Article II Objectives

Section 1. To encourage an interest in our campus, college activities and student body concerns.

Section 2. To promote a mutual respect among the administration and the student body.

Section 3. To recommend student activity fees and develop a budget for the financial support of such activities and the SGC expenses that are compatible with the general welfare of the student body and with the purpose of the College, and to approve all expenditures of the student activity budget.

Section 4. To make recommendations to the president and the director of student activities, hereafter referred to as the DSA, of Forsyth Technical Community College, concerning matters affecting the student body.

Section 5. To recommend and sponsor student activities and programs in cooperation with the DSA.

Article III Composition

The Student Government Council shall be composed of seven representatives from each instructional division. Subsequently, the candidate shall be interviewed by the SGC Interview Committee, DSA and appropriate divisional dean for approval. Seats left open from any division shall be filled from the pool of applicants.

Section 1. Representatives shall be enrolled in and actively attending at least one credit hour each semester and shall have paid the student activity fee.

Section 2. Representatives shall maintain at least a 2.5 grade point average.

Section 3. A president, vice president and secretary, shall be elected from the representatives to the SGC by the student body no later than the last day of classes each spring semester. A treasurer, public information officer and a parliamentarian shall be elected by vote of the SGC representatives.

Section 4. Elected officers shall serve one academic year beginning the last day of classes of each spring semester unless impeached.

Section 5. The representatives' term of office shall be limited only by probation, impeachment, graduation or voluntary withdrawal.

Section 6. The DSA shall be the senior advisor to the SGC.

Article IV Meetings

Section 1. The SGC will meet with the DSA on a bimonthly basis.

Section 2. By majority vote, the SGC may elect to become inactive during summer semester.

Section 3. Bimonthly meetings are open to any student, staff member, board member or alumni wishing to attend.

Section 4. The president of the SGC, the DSA, or the president of the college may call a special SGC meeting should the need arise.

Section 5. A two-thirds majority of the active membership shall constitute a quorum.

Section 6. A majority of one passes a vote. The president

shall vote only to break a tie.

Section 7. Voting by proxy shall be allowed only if approved in advance of a meeting by the SGC President and DSA. The representative requesting to vote by proxy shall submit the request in writing to the SGC President no later than 24 hours prior to a scheduled meeting. The request should name a designated representative to carry the vote for the requesting member and this action should be noted in the minutes of the meeting. No voting by proxy shall be allowed for new business.

Section 8. Motions passed by the SGC shall be subject to review and remand by the DSA.

Article V Duties

Section 1. The President shall:
- A. Call and preside at all SGC meetings.
- B. Be a nonvoting member of Forsyth Technical Community College Board of Trustees, and attend all board meetings and as many committee meetings as possible. No delegate may be sent in the president's place.
- C. Appoint special committees or positions as the president or the SGC deems necessary, except vacancies on the SGC.
- D. Have the power to act in the absence of the SGC representatives when in the interest of the student body.
- E. Represent the SGC in all relations with school officials and with other institutions.
- F. Submit to the SGC such recommendations as deemed necessary either in writing or in person.

Section 2. The Vice President shall:
- A. Be an assistant to the president and assume the duties of the president in the president's absence.
- B. Assume the duties of the president should the president resign.
- C. Oversee all committees of the SGC and serve as an ex officio member of these committees unless appointed as an official committee member.
- D. Assist in all other areas as requested by the president.

Section 3. The Secretary shall:
- A. Maintain and distribute the minutes of all meetings of the SGC.
- B. Maintain attendance records of all meetings, activities and projects to be reviewed with the DSA.
- C. Coordinate all incoming and outgoing correspondence.
- D. Be responsible for reminding all representatives of meetings.
- E. Assist in all other areas as requested by the president.

Section 4. The Treasurer shall:
- A. Maintain the financial reports of the SGC.
- B. Assist the DSA in maintaining the inventory of all equipment and materials owned by the SGC.
- C. Submit a financial report at all regular meetings of the SGC.
- D. Serve as chairperson of the budget committee.
- E. Assist in all other areas as requested by the president.

Section 5. The Public Information Officer shall:
- A. Maintain student information outlets, i.e., bulletin boards, marquee, newsletter, etc.
- B. Serve as liaison to the **Technically Speaking** staff.
- C. Serve as chairperson on the Poster and Publicity Committee.
- D. Assist the Alpha Mu Beta scheduling coordinator in advertisement and in the recruiting of the volunteer pool.
- E. Assist in all other areas as requested by the president.

Section 6. The Parliamentarian shall:
- A. Guide the SGC in matters of parliamentary procedure.
- B. Shall advise the president in matters regarding the SGC constitution.
- C. Shall be available to any club or other organization on campus for instruction on Parliamentary Procedure.
- D. Shall review all student organization constitutions and present them to the SGC for approval and maintain a file of all student organization constitutions.
- E. Shall chair the SGC Interview Committee.

Section 7. All representatives, including those holding office, shall:
- A. Not miss more than three regular meetings and one called meeting of the SGC per semester. No more than two meetings may be missed in a row.
- B. Participate in at least 75% of all SGC projects and activities.
- C. Serve on at least one committee, and miss no more than two regular committee meetings per semester.
- D. Conduct themselves in a manner that is not detrimental to the student body, school, or community.
- E. Student Government Council representatives who miss more than the maximum allowed meetings will be subject to examination by a Review Committee. (See Article X, Section 4.)
- F. Be subject to one semesters probation for dropping below GPA requirements.

Article VI Committees

Section 1. Standing committees shall include:
- A. budget,
- B. poster/publicity,
- C. Flight Line,
- D. Interview Committee,
- E. all other committees deemed necessary by the president.

Section 2. Inactive committees shall include:
- A. All committees not meeting on a regular basis.

Section 3. Members of committees shall:
- A. Serve as chairperson of no more than one standing committee at a time.
- B. Serve on no more than three standing committees at a time. (The SGC vice president shall serve as an ex officio member of all committees.)

Article VII Vacancies

Section 1. Upon the resignation of the president, the vice president shall fill the office of president for the remainder of the president's term.

Section 2. Upon the resignation of any other officer, the vacancy shall be filled for the remainder of the term by vote of the SGC.

Section 3. Vacancies of a member shall be filled as expeditiously as possible. The selection process shall be the same as for the composition of the SGC.

Article VIII Alpha Mu Beta Fraternity

Alpha Mu Beta Fraternity shall be the service arm of the Student Government Council. Members will be known as Ambassadors. Ambassadors shall serve as representatives of Forsyth Tech, the student body and the SGC at various events both on and off campus. AMB will be responsible for volunteer programs off campus and for establishing a pool of students to staff these events.

Article IX Grievance Procedures

Section 1. Anyone who wishes to file a formal complaint concerning SGC procedures, officers or representatives should send a written complaint to the president or highest uninvolved officer and DSA.

Section 2. The grievance will then be reviewed by the officer and the DSA and may be brought before the SGC unless the grievance is of a personal nature.

Section 3. Action on any grievance is subject to review and remand by the president of Forsyth Technical Community College.

Article X Impeachment

Section 1. A representative is eligible for impeachment by committing any one or combination of the following:
- A. Does not have reasonable excuses for prolonged absences of those detailed in Article V, Section , items A, B and C.
- B. Does not perform the duties as assigned in the Constitution.
- C. Exhibits conduct unbecoming an SGC member.
- D. Academic probation by Forsyth Tech.

Section 2. A formal written complaint must state the reason for impeachment. A copy must be sent to the DSA and the highest uninvolved officer or representative.

Section 3. The DSA and the uninvolved highest officer or representative, plus the SGC representative of longest tenure, will constitute the Review Committee.

Section 4. The Review Committee will review the formal complaint with the representative within ten days. If the complaint is found to be valid, the Review Committee may place the representative on probation or call for impeachment proceedings by the SGC.

Section 5. The Review Committee must call a special meeting of the SGC for impeachment proceedings.

Section 6. The impeachment proceedings will be held as follows:
- A. Reason for dismissal will be read.
- B. The highest uninvolved officer will substantiate the reason for dismissal.
- C. The representative will explain the reason for his actions and may present any witnesses he deems necessary.
- D. A vote will be taken and the majority will rule.

Article XI Amendments

Amendments to this Constitution shall be proposed by a representative of the SGC or the DSA at a meeting. Such amendments shall become a valid part of this Constitution when approved by two-thirds of all members at a duly announced meeting and approved by the president of Forsyth Technical Community College. Voting on such amendment may not occur during the same meeting in which amendments were proposed.

Article XII By-Laws

The SGC shall establish and maintain by-laws for the purpose of instituting rules and procedures of administration and operation of the SGA. Amendments to the by-laws shall be valid when approved by a two-thirds majority vote of the SGC and approved by the DSA. Voting on such by-laws may not occur during the same meeting in which the by-laws were proposed.

Student Clubs and Recreational Activities

Forsyth Tech strives to offer its students more than just an academic education. Efforts are made to provide students with extracurricular opportunities for involvement that will help to educate the total individual. By providing extracurricular activities, Forsyth Tech recognizes that a college education includes social, professional and cultural involvement, as well as academics. Student Activities coordinates and lends support to student clubs and organizations. Student clubs and organizations may be organized with the approval of the Student Government Association and the Director of Student Activities. All clubs must be officially recognized through approval of a constitution. These may be related to the vocational, academic or special interest. The following clubs and organizations are currently active at Forsyth Tech:

CLUB NAME	ADVISOR	PHONE NUMBER	EMAIL ADDRESS
Alpha Mu Beta is the service fraternity of the Student Government Council comprised of students who spark interest in student life through campus networking, personal growth and service to the community.	Beverly Lewis	336. 734.7512	blewis@forsythtech.edu
Architectural Technology Club promotes architectural education, recognizes outstanding academic achievement, and provides related services to Forsyth Tech and the community.	Marty Marion	336. 734.7278	mmarion@forsythtech.edu
Checknowlogy is the place to go for a dance on the 64 squares, whether you're a casual chess player or looking for serious competition. Chess is a sport, an art and science that taught our ancestors Astronomy, Poetry and mathematics.	Chris Martin	336. 734.7341	cmartin@forsythtech.edu
Creative Writing Club exists to nurture and promote creativity and success among writers of all genres.	Eliza Murphy	336. 734.7156	emurphy@forsythtech.edu
Future Advocates for Children of Tomorrow (F.A.C.T.) supports the Forsyth Tech Early Childhood Education curriculum and existing child care programs in their efforts to provide quality education for young children. It also promotes increased awareness of the need for Early Childhood Education training.	Sharon Davis	336. 734.7964	sdavis@forsythtech.edu
Geology Club provides an opportunity for students and faculty to expand their understanding of Geology and related fields through programs, field trips and knowledge sharing. It includes examinations of career opportunities, the impacts of human activities on the physical world, current events, natural resources and selected topics of interest to participants.	Tim Binkley	N/A	tbinkley@forsythtech.edu
Hispanic Student Association strives to promote Hispanic culture on campus as well as provide an open atmosphere in which Hispanic students can interact with one another.	Pauline Morris	336. 631.1326	pmorris@forsythtech.edu
House of Legends provides fashion media (i.e. fashion shows, live modeling, photography, hair, make-up) on campus and in various other venues that provide positive, fashionable outlets. It is involved in community service projects and/or the sponsorship of charitable events such as: food drives, clothing drives, HIV/AIDS awareness campaigns and other community enrichment projects.	Kenya Cheeks Anita Rawley	336. 734.7292 336. 734.7100	kcheeks@forsythtech.edu arawley@forsythtech.edu
Human Services Club is for students enrolled in the Human Services Technology program. The focus is on personal and professional development, networking, peer support, and community service.	Debby Lattimore	336.734.7958	dlattimore@forsythtech.edu
Interior Design Club promotes an interest in interior design through activities and events related to the field. Club members take a trip at the end of the year to learn more about design trends outside of the community.	Giselle Taylor-Wells	336. 757.3200	gtwells@forsythtech.edu
International Club is open to any student who is interested in learning more about other cultures. The group offers support to international students and sponsors several activities throughout the year including cultural events, educational forums and trips.	Eliza Murphy	336. 734.7156	emurphy@forsythtech.edu
Journalism Club encourages interest in journalism and other communication-related fields. Members exercise their communication skills regularly through writing and producing the student paper, Technically Speaking.	Elaine Hage	336. 734.7459	ehage@forsythtech.edu

International Club   Creative Writing Club   Transitions Club

CLUB NAME	ADVISOR	PHONE NUMBER	EMAIL ADDRESS
Motor Sports Club is a specialized organization that seeks to encourage an interest in motor sports on campus while presenting the world of competitive motor sports to its students.	Mark Walker	336. 734.7610	mwalker@forsythtech.edu
Paralegal Association tries to encourage an interest in legal matters on campus and prepares its members for career opportunities in the legal profession.	Warren Hodges	336. 734.7276	whodges@forsythtech.edu
Peers Accepting Challenges Together is a club where students with disabilities can share experiences and find support.	Sarah Hawks	336. 734.7155	shawks@forsythtech.edu
Phi Theta Kappa is an international honor society of two-year colleges. Its purpose is to recognize and encourage scholarship among students on campus and provide opportunities for leadership and service.	Jane Cline Maryanna Richardson	336. 734.7402 336. 734.7174	jcline@forsythtech.edu mrichardson@forsythtech.edu
Philosophical Society strives to seek truth, promote understanding, exhibit compassion and model patience. This organization exercises and celebrates the First Amendment Freedom of Speech.	Greg Chase Jim Fortuna Sylvia Haith	336. 734.7246 336. 734.7454 336. 734.7396	gchase@forsythtech.edu jfortuna@forsythtech.edu shaith@forsythtech.edu
Sigma Theta Kappa (Criminal Justice Club) seeks to prepare its members for a career in the criminal justice profession.	Stormy Shumate	336. 757.3065	sshumate@forsythtech.edu
Student Nurses Association (SNA) consists of aspiring nurses and was formed to prepare these students for a career in the nursing profession.	Kim Adams	336. 757.3217	kadams@forsythtech.edu
Student Practical Nursing Association was formed to prepare aspiring practical nurses for a career in this profession.	Polly Davis	336. 734.7419	pdavis@forsythtech.edu
Student Voices discusses student issues.	Chris Martin	336. 734.7341	cmartin@forsythtech.edu
Transitions serves as a support system for those who have lost their jobs due to downsizing of companies placing emphasis on their emotional and educational needs that might differ from those of other students.	Mary Wall	336. 734.7158	mwall@forsythtech.edu
Women in Information Technologies Association aims to cultivate, promote and sustain the interest of women in the field of Information Technology and to safeguard the common interest of members in that profession.	Linda Cohen	336.734.7501	lcohen@forsythtech.edu

SPORTS

Intramural teams participate in and basketball and volleyball leagues. Equipment and registration fees are paid out of the student activity fee budget. Golf tournaments, bowling leagues and ice skating are also offered every year to students at a greatly reduced price.

Students are invited to come by the Student Activities Office, Room 124, 1st floor, Technology and Student Services Building, Main Campus to find out more about what Forsyth Tech has to offer outside the classroom.

ADVISING
Flow Chart

New Students

At the Beginning of Your First Semester

1 Visit the Learning Center, Room 143, Ardmore Hall, and get your **Tech**link account set up.
You will need your student ID for this process.

Mid-Semester

2 Look for Advising Week dates.
*Check **Tech**link for the specific dates in April and October.*

3 Go to the Student Profile option in your **Tech**link WebAdvisor Menu to identify your advisor.
Your will need to contact your advisor for an appointment.

4 Meet with your advisor during the designated period for guidance on which classes to register for.
Check your email for your specific date to register.

5 Log onto **Tech**link on your assigned date and register yourself for your classes.
If you experience difficulty, please contact your advisor.

End of Semester

6 Watch for payment deadlines and pay for classes if you haven't done so already.
Students who have not paid their tuition are dropped from their classes. If you are expecting Financial Aid, please check with the Student Financial Services Office.

Proficiency Exams

Students who have been approved for admission or are already enrolled in a program of study may request to take a proficiency exam for a course that has a proficiency exam available. Students must receive permission from the appropriate department chairperson to earn credit for the course by proficiency examination, and must pay the testing fee before taking the exam.

Students do not necessarily have to be registered or enrolled in a course before requesting a proficiency exam for a course that has a proficiency exam available. However, if students are enrolled in a course for which a proficiency exam is requested, the request must be made by the 10th day of class. Students who withdraw from a course after the 10th day of class in any semester and have not formally submitted a request may not earn credit for that course by proficiency exam for a period of one year. Academic advisors will certify that students have not been enrolled in the course within the past year and that the prerequisites for the course have been satisfied.

Some programs have restricted proficiency exams, and students must be admitted to that program before a request will be considered. Students may take a proficiency exam for a given course only once in a 12-month period at a non-refundable cost of $10 per exam. Guidelines on how to apply for a proficiency exam can be obtained from the office of the appropriate division dean, Student Success Center or the Records Office. Students who successfully pass a proficiency exam will be given a grade of CR (credit granted or passed proficiency) and hours earned will be granted but will not affect their grade point average (GPA). Students should also note that proficiency exam credits are for internal use only and generally will not transfer to another college.

Grading System

The grading system found listed below is used for all credit classes at Forsyth Tech. Exceptions must be approved by the appropriate deans and students must be informed in writing in the course syllabus.

Number Grade	Letter Equivalent	Description	Quality Points per Grade Hr.
94-100	A	Excellent	4
86-93	B	Good	3
78-85	C	Fair	2
70-77	D	Passing	1
Below 70	F	Failing	0
Satisfactory	S	Passing	0
Unsatisfactory	U	Failing	0
Withdrawal	W		
Withdrawal Passing	WP		
Withdrawal Failing	WF		
Incomplete	I		
Audit	AU		
Course Transferred	TR		
Credit Granted or Passed Proficiency	CR		

Grades A, B, C, D, F, and WF* compute in grade point average (GPA).

*"WF" is computed as an "F" in the grade point average.

Grades W, WP, I, S, AU, U, TR, and CR do not compute in GPAs.

W - A withdrawal is the grade given to students who officially withdraw from a course up to the 50 percent point of the course.

WP/WF - A withdrawal passing/withdrawal failing is the grade given to students who officially withdraw from a class at any time after the 50 percent point of the course.

A grade of WF may be given at any time to a student if failure is a result of a violation of the code of conduct.

The grade of WF computes as a grade of F.

I - The grade of incomplete is given only if students have valid reasons for failure to complete the work on schedule and have completed at least 50 percent of the course requirements. Illness, absence on company business or circumstances beyond students' control are considered valid reasons for a grade of incomplete. Students must have advised the instructor of the circumstance before the end of the semester to be granted an incomplete. The instructor must have specified the work to be made up in order to remove the incomplete and a date within the following semester by which the work must be completed. This will be detailed on the incomplete form, which must be attached to the attendance form. If the conditions necessary to remove the incomplete will require additional hours of instruction, students must register for the course again. If students need only to complete work without instructional supervision, this work must be completed no later than the end of the following semester.

Students who receive a grade of incomplete on a course that is a prerequisite for a higher-level course must make up the incomplete work by the end of the drop/add period in order to be allowed to register for the higher-level course.

If the grade of incomplete is not removed by the end of the semester immediately following the semester it was given, it will remain permanently recorded.

AU - Students auditing courses are not required to take examinations or submit written work but may do so if they wish. No grade or credit toward a degree or diploma is given. An audit may not be changed to credit or credit changed to audit after the 10 percent point of the semester or the 10 percent point of the class when the class does not begin within the first five days of the semester.

Normal attendance policies will apply. Audit students are expected to do assigned reading and participate in classroom activities. Students withdrawing during the semester will be given the grade of W. The *Audit Request Form* is available in the Records Office or from the appropriate division dean. It must be submitted to the Records Office for processing by the 10 percent point of the class.

Academic Information *(continued)*

Grade Point Average (GPA)

Academic progress at Forsyth Tech is based on a 4.0 cumulative grade point average (GPA) system. A final GPA of 2.0 is required for graduation from all programs of study. Students accumulate grade points based on grades earned per semester. The GPA is determined by dividing grade points earned in courses by the number of semester credit hours attempted. The last grade earned in a course will be used to calculate GPA. Grades of withdrawal (W), withdrawal passing (WP), Audit (AU) or incomplete (I) will be considered as repeat grades but will not be considered as the last grade earned in calculating GPA.

Academic Appeals

Academic Dishonesty, Cheating, and Related Offenses (Rule 9 of the Student Code of Conduct)

The appeal process for a violation of Rule 9 of the Student Code of Conduct begins when the student is notified of the violation by the instructor. The student must meet with the instructor at the time of the notification or before the next class meeting regarding the charge. At the discretion of the instructor, the student may be withdrawn from the course and receive a WF grade.

If the student wishes to continue the appeal, he/she must notify the department chair (within two workdays) and arrange a conference. The student must provide the department chair with a letter of appeal at the time of the conference. The letter of appeal must include:

1. Date, student's name, signature, telephone number, and official student e-mail address.

2. Course number, sections number, and instructor's name.

3. Brief factual explanation of why the student feels that the charge is incorrect.

4. Provide any supporting documentation.

After conferencing with the department chair, if the issue is still not resolved, the student will notify the dean in writing (within one workday) of the conference) and request a hearing before the divisional academic appeals committee. The department chair will forward the letter of appeal and supporting documentation to the dean. The dean will convene a committee (within two workdays) to hear the appeal. This committee will hear the appeal and make a final decision (within one workday) which will be reported to the dean. Within 24 hours, the dean will notify the student (by phone and student e-mail account), the instructor, and the department chair of the committee's decision. The decision of the committee is final.

Grade Appeal

Any appeal of a course grade should begin with a scheduled conference between student and instructor by the first day of a new semester. If the appeal is not resolved at this level, the student should contact and arrange for a conference with the appropriate department chair. The student has the responsibility of providing the department chair with a written letter of appeal by the third class day of the new semester in order for the appeal to be considered. The letter of appeal must include:

1. Date, student's name, signature and telephone number.

2. Prefix and number of course grade being appealed.

3. Instructor's name issuing the grade.

4. Brief factual explanation of why the student feels the grade is incorrect.

5. Any supporting documentation the student feels is needed to better explain student's questions as to grade determination.

After conferencing with the department chair, if the issue is still not resolved, the student will notify the dean in writing (within two workdays of the conference) of the need for a divisional academic appeals committee. The department chair should forward the letter of appeal and supporting documentation to the dean. The dean will convene a committee (within three workdays) to hear the appeal. This committee will hear the appeal and make a final decision (within three workdays) which will be reported to the dean. Within 24 hours of receiving the information, the dean will mail the committee's decision to the student, the instructor and the department chair. The decision of the committee is final.

Academic Standing - Alert/Probation/Dismissal

If a student earns less than a 2.0 GPA during any semester, they may be placed on "alert" status. Students who are on alert status and do not earn at least a 2.0 GPA during their next semester will have their academic records reviewed by their respective division's academic review committee. Division academic review committees meet at the end of each semester. The academic review committee may:

- place the student on academic probation

- require the student to receive mandatory academic counseling and/or tutoring

- reduce the number of credit hours the student will be allowed to carry

- require the student to repeat courses in which a low grade was earned

- suspend student for not more than two consecutive terms

- dismiss the student from the program

Students who are on academic probation and do not earn at least a 2.0 GPA during their next semester will have their academic records reviewed again by their respective division's academic review committee. The committee may recommend further action, including dismissal from the program.

The student will be notified in writing of the committee's decision and copies of the notice will be sent to the Records Office, the division dean, and the student's academic advisor.

The following options are available to students who are dismissed from their current program of study:

- Meet with a counselor to discuss possible educational alternatives.

- Apply for and be admitted into another credit program of study offered by the College.

- Re-apply for admission to that program.

In addition, students on financial aid should review the financial aid satisfactory academic progress policy as they may not be eligible to continue to receive financial assistance.

Appeals Process for Academic Standing/Probation/Dismissal

A student may appeal the decision of the division academic review committee by:

1. Submitting a written request to the appropriate division dean within 24 hours after formal notification of the committee's decision.

2. The dean will convene the division academic appeals committee.

3. The division academic appeals committee will make the final decision.

4. The dean will send written notification to the student, the department chairperson and the student's academic advisor.

Student Withdrawals

Students considering withdrawing from a class or from school are encouraged to contact their instructor(s) and academic advisor to discuss the decision to withdraw. A Drop Form may be obtained in the Records Office, Room 106 (1st Floor), Allman Center, Main Campus. When the student initiates a withdrawal or drop, the date the student completes the Drop Form is considered the official withdrawal date. When the instructor initiates a drop, the date the instructor records on the Drop Form is the official withdrawal

date. When students fail to notify the Records Office, they may receive a failing grade.

Withdrawal from a Class - Students are responsible for completing a *Drop Form* and notifying their instructor(s), academic advisor, Records Office or Student Success Center of the decision to withdraw.

Total Withdrawal from School - Students who must withdraw from school, either permanently or temporarily, should withdraw officially. Students are responsible for completing a *Drop Form* and for notifying their instructors, academic advisors, Records Office or Student Success Center of the decision to withdraw.

Veterans and financial aid recipients must notify Student Financial Services if they discontinue enrollment.

Refund Guidelines
Program tuition and applicable fees can be considered for a refund. Tuition and fee refunds for program classes are subject to the following requirements:

- A 100 percent refund may be made if students officially withdraw prior to the first day of classes of the semester as noted in the academic calendar. If Forsyth Tech cancels a course, the portion of tuition paid for the canceled course will be refunded in full.

- A 75 percent refund may be made if students officially withdraw from the class(es) prior to, or on, the official 10 percent point of the semester.

- Student activity fees will be refunded only when classes are canceled and students are not registered in any other class.

- Students passing proficiency examinations for courses they have registered and paid for are not eligible for tuition refunds.

- Tuition refunds are not transferable to other individuals.

- Late tuition refund requests will not be considered.

- Tuition cannot be held from one semester to a future semester.

Golden Rule

For every one credit hour for which a student registers, three hours outside of class should be set aside for study.

Example: A student taking 12 credit hours should set aside 36 hours a week outside class to study.

STOP
Dropping/withdrawing from a class may decrease the amount you will receive from your financial aid.

Here are some important guidelines to help you make smart decisions when you are thinking of dropping a class.

How it Affects Your Academic Standing

Courses dropped before the semester starts through the 75% refund period of any semester will not show on the official transcript.

Withdrawals after the 75% refund period of any semester through midterm will result in a grade of "W".

Withdrawals after midterm will receive a grade of "WP" if passing the course at the time of withdrawal or a grade of "WF" if failing the course on the date last attended. A "WF" is computed in a GPA the same as an "F".

How it Affects Your Financial Aid

Courses dropped before the semester starts through the 75% refund period of any semester will result in an adjusted financial aid award.

Courses with grades of W, WP, and WF will be considered in assessing your progress toward completion.

You must complete at least 66% of attempted courses with a letter grade (A,B,C,D or F), or you will no longer be eligible for federal aid. You could be placed on a grace status or be suspended if your financial aid is already in a probationary status.

Dropping all classes in any one semester will require you to repay a portion of your financial aid if you drop before the 60% point in the semester. Please refer to the How to Avoid Owing Financial Aid Back link on the Financial Aid TechLink page for more information and specific dates.

Please refer to the Satisfactory Academic Progress Policy on the Financial Aid TechLink page for additional detailed information.

If you have any questions or would like more information before you decide to drop a class, please visit the Office of Student Financial Services, 2nd Floor, Allman Center, Main Campus or call 336.734.7235.

Student Code of Conduct

Preamble

Forsyth Tech is a community comprised of students, faculty, administrators and staff. The act of enrollment at Forsyth Tech includes an acceptance by the student of the rules of the community. By enrolling, the student accepts the obligation to assist in making Forsyth Tech an effective place to learn to engage in the pursuit of truth, to develop a sense of self and contribute to the improvement of society. Each enrolled student is expected to behave as a responsible adult, and Forsyth Tech assumes and requires that students who enroll in the various programs will maintain standards of conduct appropriate to the status of students at Forsyth Tech.

Forsyth Tech has an inherent responsibility to maintain order on its campus. Therefore, any student who engages in behavior that is disruptive to or incompatible with the mission of the College will be subject to appropriate discipline as provided for in this code.

To this end, Forsyth Tech recognizes, declares and vests certain rights in each student enrolled at Forsyth Tech.

Student Rights

A. Legal Rights

All the rights and privileges guaranteed to every citizen by the constitution of the United States and by the state of North Carolina shall not be denied any student. Furthermore, Forsyth Tech shall adhere to all of the statutes of the United States and the state of North Carolina. Forsyth Tech has recognized the Student Government Association as the approved agency to voice students' opinions and speak on institutional policies concerning students' activities.

B. Rights of the Learner

The instructor in the classroom and in conference shall encourage free discussion, inquiry and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

C. Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides safeguards regarding the confidentiality of, and access to, student records. FERPA policies are described in more detail in the section of the catalog under Academic Advising and Registration.

D. Freedom of Association

Students are free to organize and join an association organized or existing to promote students' program or career interest. Student organizations must select a faculty or staff advisor and submit a constitution to the Student Government Council.

E. Due Process

Due process procedures are established to guarantee the right of hearing, a presentation of charges, and evidence for charges. This will be done through the Student Conduct Committee.

General Campus Rules

The following is a general summary and classification of the major rules of student conduct, and any violation shall be considered a violation of this code of conduct. For purposes of Forsyth Tech rules and regulations, Forsyth Tech grounds are defined as any location owned, leased, rented, controlled or otherwise occupied by Forsyth Tech or any division thereof.

Rule 1. Disruption and Disorderly Conduct

A student shall not engage directly or aid and abet in disorderly conduct that is intended to provoke violent retaliation or cause a breach of peace that disrupts, disturbs or interferes with the normal routine, activities or teaching of students, or that disrupts, disturbs or interferes with the peace, order or discipline on Forsyth Tech grounds.

Rule 2. Damage to or Destruction of Forsyth Tech Property

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, substantial damage to be done to Forsyth Tech property or shall not steal, or attempt to steal, Forsyth Tech property.

Rule 3. Damage to or Destruction of Private Property

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, damage to private property of another or shall not steal, or attempt to steal, private property of another when on Forsyth Tech grounds or while attending a Forsyth Tech activity, function or event held off Forsyth Tech grounds.

Rule 4. Assault or Verbal Abuse of Forsyth Tech Employees

A student shall not intentionally cause, or attempt to cause, physical injury, verbal abuse, or harassment or communicate a threat to a Forsyth Tech employee.

Rule 5. Assault or Verbal Abuse of Persons Other Than Employees

A student shall not intentionally cause, or attempt to cause or threaten to cause physical injury, verbal abuse, or harassment or communicate a threat or direct any profane language toward any other student or Forsyth Tech agent, guest or visitor at any time while such student is enrolled at Forsyth Tech or while such student is on Forsyth Tech grounds or is attending a Forsyth Tech activity, function or event held off Forsyth Tech grounds.

Rule 6. Weapons and Dangerous Instrumentalities-North Carolina General Statute 14-26

It is unlawful for anyone to possess any weapon, whether openly or concealed, while on educational property. House Bill 1008: It is a felony to possess or carry a firearm or explosive device on educational property or to aid a person less than 18 years old to possess or carry a firearm or explosive device on educational property. This bill makes it a misdemeanor to cause, encourage or aid a person less than 18 years old in taking or possessing other types of weapons on educational property. This bill also makes it a misdemeanor for any person who owns or possesses a firearm and who resides in the same premises as a person less than 18 years of age to store or leave the firearm in a condition that the firearm can be discharged and in a manner that the person knew or should have known that an unsupervised minor would be able to gain access to the firearm. In practice, then, this statute permits prosecution of anyone carrying any dangerous instrument in school, on school grounds or at any school activity.

Rule 7. Narcotics, Alcoholic Beverages and Controlled Substances

A student shall not knowingly or negligently own, possess, use, transport or be at any time under the influence of any narcotic drug, alcoholic beverage or any other controlled substance (as controlled substance is defined by the North Carolina General Statutes or 21 U.S.C. subsection 812) while on Forsyth Tech grounds or during the time when a student is participating in any Forsyth Tech activity, function or event off Forsyth Tech grounds. Use of any drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule. However, students shall be held strictly accountable for their behavior while under the influence of prescribed medicines.

Rule 8. Classroom and Campus Activities

A student shall comply with all directions of Forsyth Tech faculty, administrators or authorized personnel during any time when the student is under the authority of Forsyth Tech personnel. A student on campus shall promptly identify himself to a Forsyth Tech official or campus police officer at all times upon reasonable request. Furnishing of false information to any Forsyth Tech personnel including forgery, falsification or fraudulent misuse of any documents, records or identification cards is a violation. A student shall appear before Forsyth Tech officials or disciplinary bodies when so directed. Any failure by any student to abide by these regulations in this Rule 8 shall constitute a violation of this code of conduct.

Rule 9. Academic Dishonesty, Cheating, and Related Offenses (Violation of Rule #9 will follow the Academic Appeals Process.)

It shall be a violation of Forsyth Tech code of conduct for a student to commit any one of the following acts:

1. Academic cheating, including but not limited to, unauthorized copying of academic work of another, collaboration for use of notes or books on examinations without prior permission of the instructor.

2. Plagiarism or the intentional presentation of work of another without proper acknowledgment of the source.

3. Fabrication and falsification or the intentional misrepresentation of any information or citation in an academic exercise.

4. Submission of substantial portions of the same academic work for credit more than once without authorization.

5. Abuse of academic materials in the form of destruction, theft or concealment of library or other resource material or of another student's notes or laboratory experiments.

6. Complicity in academic dishonesty in helping or attempting to help another student to commit an act of academic dishonesty.

Rule 10. State and Federal Laws

A student shall not violate any state or federal laws while on Forsyth Tech campuses or while attending a Forsyth Tech activity, function or event off Forsyth Tech grounds.

Rule 11. Student Attire Code

Although Forsyth Tech students may dress informally, cleanliness and neatness of appearance must be maintained. Shirts and shoes are required at all times

while the student is on campus or at all times while such student is attending a Forsyth Tech activity, function or event off Forsyth Tech grounds. Special technical or vocational credit programs, such as the health credit programs, may require special attire for clinical or laboratory areas. A student shall not attend classes or laboratory work conducted in the clinical or laboratory areas if such student is in violation of the attire codes for such areas.

Rule 12. Involuntary Psychological or Psychiatric Withdrawal

It shall be grounds for immediate dismissal if and when it shall be determined in the reasonable discretion of the president or vice president of Forsyth Tech that a student poses a threat to the physical well-being of himself or others or if such student has a physical, mental or emotional condition of such a nature as to disturb or disrupt the normal and usual activities of other persons on campus. A student shall agree to have a psychiatric evaluation when it appears to the satisfaction of the president of Forsyth Tech, or designee, that such examination is in the best interest of the student or Forsyth Tech or both.

Rule 13. Children in Classrooms or Shop Areas

Children are not allowed in classrooms or shop areas during class sessions, nor may they be left unattended in the library, in The Grill, student lounge or on campus grounds.

Rule 14. Roller Skating, Roller Blading and Skateboarding

For the safety and well-being of all Forsyth Tech students, employees and visitors, no one is permitted to roller skate, roller blade, or skateboard on sidewalks, parking lots or any other College property.

Rule 15. Cell Phone and Electronic Devices

Forsyth Tech considers the use of cell phones to be disruptive to the classroom setting. Therefore, students are to turn off all cell phones while attending class or participating in class-related activities (i.e., labs, clinicals, etc.). The use of other electronic devices (such as laptops, netbooks, PDAs, recording devices, etc.) for learning purposes is permitted provided they do not disrupt the learning environment or create an academic integrity issue. The instructor may at his/her discretion prohibit the use of any electronic device. Students who do not comply will be considered in violation of the Student Code of Conduct, and appropriate disciplinary action will be taken.

Rule 16. Student Computer Use Policy

A. Computer System Accounts

1. Computer System Accounts are restricted to authorized student users who have been assigned a login ID and password.

2. Student users are responsible for the proper use of their accounts (including but not limited to **Tech**link, Blackboard, and email). This includes the protection of login IDs, Student IDs and passwords, as well as other responsibilities outlined in the College's policies.

3. All students with Forsyth Technical Community College email accounts must use the College email system when conducting College business.

B. Acceptable Uses

1. Activities intended to facilitate the exchange of information in furtherance of education, service and research consistent with the mission of Forsyth Technical Community College and the North Carolina Community College System.

2. Activities for the purposes of obtaining and in support of classroom and online instruction.

3. Activities that enhance and promote educational and other school activities.

C. Prohibited Activities

The following are intended as guidelines and are not to be considered an inclusive or complete list of all prohibited activities:

1. Connecting any personally owned electronic devices, including but not limited to personal computers, to the College's network ports.

2. Providing any unauthorized user access to the Forsyth Technical Community College academic network.

3. Intentionally creating, modifying, or copying files to or from any areas to which the user has not be granted authorized access.

4. Intentionally performing any activity that would cause network congestion, disrupt network operation, or interfere with the work of other network users on the Forsyth Technical Community College network or any other network.

5. Disguising one's identity in any way, including the sending of falsified messages, removing data from system files, and the masking of a process name.

6. Accessing any network computer, files, or directories, on any network computer that the user has not been authorized to use at Forsyth Technical Community College or any other network.

7. Using the Forsyth Technical Community College network or internet connection to view or transmit any communication where the content, transmission or distribution would violate any applicable local, state, federal or international law or regulation, or Forsyth Technical Community College policy, or would likely be highly offensive to the recipient or recipients thereof.

8. Using the Forsyth Technical Community College network or internet connection to view or access, download, send, store or receive pornography.

9. Using the Forsyth Technical Community College campus network or internet connection for commercial purposes such as advertising or selling commercial offerings.

10. Using the Forsyth Tech network to access unauthorized personal information or other activities that would infringe upon or invade another individual's privacy or violate the Privacy Act.

11. Violating the Virus Eradication Act by intentionally propagating or introducing a computer virus, worm, Trojan, other malicious software or any program designed to cause disruption to a computer or network.

12. Performing any action that would violate copyright laws and software license agreements. Forsyth Technical Community College purchases licenses for use of a wide variety of copyrighted computer software. The College does not own the copyright on this software or its related documentation and, unless authorized by the software developer or publisher, does not have the right to reproduce it. According to the United States Copyright Law, illegal reproduction of computer software can be subject to civil damages and criminal penalties including fines and imprisonment. Forsyth Technical Community College does not condone the illegal duplication of computer software or the use of illegally duplicated software. Students shall use computer software only in accordance with its licensing agreements. Any student, who makes, acquires or uses unauthorized copies of computer software shall be subject to disciplinary action.

13. Using Forsyth Technical Community College computers and/or network in any criminal activities or performing any action that would violate the Federal Telecommunications Act of 1996, including but not limited to, illegally accessing secured computer systems.

14. Performing any other computer related activity that would violate state, federal law/acts, including but not limited to, the Family Educational Rights & Privacy Act (FERPA), the Health Insurance Portability & Accountability Act (HIPPA), Payment Card Industry (PCI) compliance, or any policies and regulations of the College.

D. Electronic Communications

1. In recent years, electronic communications, including but not limited to, email (electronic mail) and instant messaging has become a major means of communication for employees and students both within the College and beyond. Email use raises a number of issues including privacy of messages, email address publication, rights of discovery, acceptable use, harassment, and storage.

2. This policy applies to all electronic communications, including but not limited to, email established by the College for students, and clarifies the College's electronic communications policies and account use. Persons who are given access to the College's email systems are expected to familiarize themselves with, and abide by, the policies in this document. Because of the rapid advances in technology, this cannot be an all inclusive list. Knowledge, intent, and harm done will be assessed during any investigation and considered in any disciplinary action.

3. All communications and information transmitted by, received from or stored in the College's electronic communications systems are Forsyth Technical Community College's records and the property of the College.

4. Users have no reasonable expectation of personal privacy with respect to any matter stored in, created, received or sent over College electronic communications systems.

5. The College may monitor student electronic communications for any reason, without the permission of any account user. This includes possible monitoring of deleted files, metadata and other electronic information stored on the College's central back-up system or otherwise available as part of its data management.

6. A user does not have any greater right of privacy or otherwise diminish the College's right of access by using passwords or other security measures on the College's computer systems.

7. Files obtained from sources outside the College, including files attached to email, should not be downloaded or used without first scanning the material with industry standard virus-checking software.

8. The College's policies against sexual or other harassment apply fully to the College's electronic communication systems. Therefore NO electronic communication should be sent, printed or saved which contains material that is inconsistent with the College's policies (e.g., policies against discrimination, retaliation and harassment, sexual or otherwise). Students may notify the helpdesk if an email has been received that violates this policy.

9. Users should write electronic communications with no less care, judgment and responsibility than they would use for professional letters or internal memoranda on professional letterhead.

10. Those using the College's electronic communications systems and services shall not employ a false identity. It is a violation to originate email in such a manner as to create the impression to the recipient that the email originated from another source or individual.

11. Violations of the College's email policy may result in disciplinary action.

E. Data Security

1. The College's information and data must be handled in such a manner that it will be protected from unauthorized or accidental disclosure, modification or loss. Access to information and data available through the College's network systems must be strictly controlled in accordance with approved access control criteria, which is maintained and updated regularly. The College's information and data is considered to be any piece of data or collection of data that pertains to the normal business and operation of the College. This includes all student related information as well as College business and financial information.

2. This policy covers the general procedures and processes to follow when accessing College related data, which includes, but is not limited to, sensitive data such as social security numbers, student ID numbers, PINs, account numbers, credit card information, personal health information (PHI) and College ID.

3. Any printed College sensitive data must be protected and/or destroyed when no longer of value. This includes but is not limited to student records printed at registration, financial reports or other records.

F. Account Ownership

Computer System accounts and internet access are privileges provided to students by Forsyth Technical Community College. The Forsyth Technical Community College reserves the right to terminate network account and internet access without prior notice.

G. Liability

Users are responsible for knowledge and compliance with any updates to this document. Current edition and revisions will be posted on **Tech**link. Users are solely responsible for all

activity with respect to their accounts, electronic communications and data security. Activities or violations that trigger an investigation and findings of culpability may result in a range of disciplinary actions.

H. Abuse Notification

In the event of a violation, Forsyth Technical Community College will take action according to college policy. In the event of violation(s) of local, state, federal or international laws and regulations, Forsyth Technical Community College will cooperate with the appropriate investigative agencies.

I. Privacy Notification

You DO NOT have a reasonable expectation of privacy with regard to your computer use, computer system accounts, electronic communications or data, including but not limited to, your email, files, and all other account activity. Selective and continuous monitoring is in use, including but not limited to monitoring software.

Rule 17. Computer Software Copyright Policy

Forsyth Tech purchases licenses for use of a wide variety of copyrighted computer software. The college does not own the copyright on this software or its related documentation and, unless authorized by the software developer or publisher, does not have the right to reproduce it.

According to the United States Copyright Law, illegal reproduction of computer software can be subject to civil damages up to $100,000 and criminal penalties including fines and imprisonment.

Forsyth Tech does not condone the illegal duplication of computer software or the use of illegally duplicated software. College employees and students shall use computer software only in accordance with its licensing agreements. Any employee or student who makes, acquires or uses unauthorized copies of computer software shall be subject to disciplinary action.

Violation of the Code of Conduct

The following are the degrees of disciplinary action that may be taken as a result of violation of the Student Code of Conduct:

1. **Verbal Warning** - A verbal warning that the specific behavior/condition will not be continued or repeated or further disciplinary action will be taken.

2. **Warning** - A written notice to the student that continuation or repetition of specified conduct will be cause for further disciplinary action.

3. **Disciplinary Probation** - A written reprimand to the student for violation of a specified rule, which may include exclusion from participation in a class or specified activities for a specified time as set forth in the notice.

4. **Restitution** - Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or compensate for damages.

5. **Suspension** - Exclusion from class or classes and other student privileges or activities as set forth in the notice of suspension.

6. **Dismissal or Expulsion** - Termination of student status for a definite period of time. At the end of this period of expulsion, the student is eligible to apply through the academic dean of the division for consideration for re-admission.

7. **Other** - Other types of discipline as set forth in campus rules and regulations consistent with the incident involved.

If, as a result of a violation of the Student Code of Conduct a student is dismissed from class or classes, the student may receive a failing grade(s), and the disciplinary dismissal will be recorded in the student's permanent record.

The conviction of a student of a criminal offense involving personal misconduct of a kind, which, if condemned by the College, would reflect dishonor or discredit on the college, shall be sufficient grounds for suspension or dismissal of such students.

Enforcement Procedures

Student conduct on a Forsyth Tech campus or student conduct during a Forsyth Tech activity, function or event held off Forsyth Tech grounds that violates federal and/or state and Forsyth Tech regulations may be dealt with in the following manner:

1. The student may be turned over to the civil authority and subjected only to the penalties imposed by that authority.

2. The student may be subjected to sanctions imposed both by the civil authorities and Forsyth Tech.

3. The student may be subjected to sanctions imposed by Forsyth Tech, notwithstanding the fact the civil sanctions may not be imposed.

4. The Vice President of Student Services, or the dean for Enrollment and Student Services in his or her absence can immediately dismiss a student who is found in possession of a dangerous weapon or who otherwise in his or her estimation poses an immediate threat to the safety of the campus.

Disciplinary Procedures

A. Instructional Areas

Any instructor may request a student to leave a class, laboratory, shop or clinical area when, in the opinion of the instructor, the student's conduct or personal demeanor disrupts normal classroom activities. If the student refuses to leave the class, the instructor may call Campus Police for assistance. The instructor, identifying the student and the cause for dismissal from class, will immediately notify in writing the division dean and the Dean of Enrollment and Student Services of actions taken.

The burden of requesting re-entry to class, laboratory or clinical areas will be upon the student involved. Request for re-entry must be made in writing to the instructor before the next class meeting. If the instructor is uncomfortable readmitting the student to class, she or he should refer the student to the counseling staff. If the instructor does not readmit the student, the instructor will send a written report (approved by the division dean) to the student, the vice president of Instructional Services and the Dean of Enrollment and Student Services. If disciplinary action is warranted, the Dean of Enrollment and Student Services will contact the conduct officer.

B. Non-Instructional Areas

Any employee or student may file a written complaint for disciplinary action against any student enrolled at Forsyth Tech for violations of the Student Code of Conduct. The Campus Police may temporarily remove a student from campus when the student is jeopardizing the safety and security of faculty, staff and/or the student body; a written complaint must then be filed. The complaint must be filed with the Vice President of Student Services or his/her designee who will promptly investigate the complaint and make a decision regarding referral of the complaint to the conduct officer.

Student Conduct Committee

The violation of any rule contained in the Student Code of Conduct will be handled in the following manner.

1. The Dean of Enrollment and Student Services will contact the conduct officer notifying him or her of the nature of the infraction.

2. The conduct officer will meet with the accused individual within two working days and notify the student of:

    1. The charges

    2. Possible sanctions

    3. The right to an objective and fair hearing

    4. The composition of the conduct committee

    5. The right to request postponement

3. The conduct officer will schedule a hearing within 2 working days.

4. The conduct committee will conduct a hearing to decide whether the accused student is guilty or innocent. The committee will give its findings and recommendations for sanction(s) to the Dean of Enrollment and Student Services who will in turn review the recommendation of the committee and insure that due process was followed. The dean will decide to either uphold, reduce or increase the recommended sanction and inform the student of the same either in person or by registered mail.

5. The student then has the right to appeal the decision to the appeals committee (see appeals committee section of the conduct code).

6. The next step in the appeal process after the appeals committee will be to the Vice President of Student Services whose decision in most cases is final. An appeal may be made to the president only in unusual circumstances. Since the conduct hearing is an internal administrative process and not a court of law, no attorneys will be permitted during the hearing process. If the student chooses to bring an attorney, the attorney must wait outside.

Student Appeals Committee

The Student Appeals Committee will review the appeal of any student who feels that they did not receive due process from the conduct hearing and the subsequent recommendation of the Dean of Enrollment and Student Services.

The appeal will be heard under the following conditions within five working days of receipt of the confirmed appeal:

1. The student must submit a written statement explaining why they feel that they did not receive a fair hearing to the Vice President of Student Services who will forward the statement of appeal to the committee chairperson. The chairperson may return the appeal to the student to clarify, provide additional information or to state reasons for the appeal. The chairperson may reject the appeal if policies and procedures have not been followed by the student or there is sound reason to reject the appeal.

2. The committee's review will focus primarily on whether or not due process was followed and secondarily on the appropriateness of the sanction not on the validity of existing policies of Forsyth Tech. The committee reserves the right to suggest to the Vice President of Student Services that a current policy be examined for continued value to Forsyth Tech.

3. The committee will submit its recommendation to the Vice President of Student Services, who will make a final decision and notify the parties involved.

4. Records of the proceedings of the Student Appeals Committee are available upon written request to the Vice President of Student Services.

5. The student must obtain special permission from the vice president for Instructional Services to attend classes pending resolution of the case on appeal.

Appeal of Admission Decision

A student must submit a written request to appeal an admissions decision to the Dean of Enrollment and Student Services. If the student is not satisfied with the results of the decision, he/she can appeal to the vice president of Student Services. The vice president of Student Services will, in turn, give the appeal to the Student Appeals Committee to hear and make recommendation(s). The committee will submit those recommendations to the president who will make a final decision.

Appeal of Residency Decision

Residency Appeal: In matters concerning residency classification, the vice president of Student Services will review prior decisions and all materials submitted. A decision will be rendered, and all parties will be notified in writing of the decision.

To appeal the vice president's decision: The next step in the appeal process is to the state residency committee. Procedures on state appeal are available in the office of the vice president of Student Services.

Definition of Academic Dishonesty

The following are further explanations of violations of Rule 9.

A. Plagiarism:

Definition: The intentional presentation of the work of another as one's own without proper acknowledgement of the source. The sole exception to the requirement of acknowledging sources is when the ideas or information are common knowledge.

Plagiarism as the result of misunderstanding or misapplying the rules of documentation may be unintentional, but it is still plagiarism. Plagiarism includes but is not limited to:

1. Copying from a written source, another student or a database (whether professional or nonprofessional; whether published or nonpublished) without proper citation in either a document or a speech.

2. Rewording (paraphrasing) or summarizing someone else's material without proper citation in a document or a speech.

3. Failing to cite word-for-word passages in a document or a speech.

4. Using purchased pre-written materials (including computer programs and files, research designs, distinctive figures of speech, ideas and images, or generally any information belonging to another) as the student's own or having someone else do the student's work.

B. Cheating:

Definition: Intentional use or attempted use of unauthorized materials, information, notes, study aids, devices or other assistance in any academic exercise. This definition includes unauthorized communication of information during an academic exercise. Cheating includes but is not limited to:

1. Copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination.

2. Procuring, without authorization, tests or examinations before the scheduled exercise (including discussion of the substance of examinations and tests when it is expected it will not be discussed).

3. Copying reports, lab work, computer programs or files and the like from other students.

4. Collaborating on laboratory or computer work without authorization and without any indication of the nature and extent of the collaboration.

5. Sending a substitute to take an examination.

6. Receiving assistance in locating or using sources of information in an assignment where such assistance has been forbidden by the instructor.

C. Fabrication and Falsification:

Definition: Intentional alteration or invention of any information or citation in an academic exercise. Falsification refers to the alteration of information, such as altering research, clinical or practicum data. Fabrication refers to the invention or counterfeiting of information, such as inventing research or clinical data or records. It would also include altering grade reports or submitting false records for tardiness and absences for scheduled academic exercises. Altering a returned examination paper and seeking regrading also constitutes falsification.

D. Multiple Submissions:

Definition: The submission of substantial portions of the same academic work (including oral reports) for credit more than once without authorization, including submitting the same paper for credit in two courses without instructor permission.

E. Abuse of Academic Materials:

Definition: Intentional destruction, theft or concealment of library or other resource material or of another student's notes or laboratory experiments.

F. Complicity in Academic Dishonesty:

Definition: Intentionally helping or attempting to help another to commit an act of academic dishonesty, such as those acts noted above. Collaboration and sharing information are characteristics of academic communities. These become violations when they involve dishonesty. Students should seek clarification when in doubt.

Policies

Policy on Compliance with the Americans with Disabilities Act

A policy on compliance with the Americans with Disabilities Act (ADA) is in effect at Forsyth Technical Community College and published in the Employee Handbook. The board of trustees of Forsyth Tech intends to comply with the requirements of the Americans with Disabilities Act and provide access to education for persons with disabilities as part of the mission of the institution. The coordinator of Disability Services/ADA for Forsyth Tech should be contacted with questions or concerns regarding the ADA.

Infectious Disease Policy

Forsyth Tech is committed to ensuring, as far as possible, that each employee and student enjoy safe and healthful work and/or study conditions. To this end, the College offers the following information for students and employees.

This policy information presents the procedures to be used by Forsyth Tech to protect those students and employees who may be exposed to infectious diseases and blood-borne pathogens. Blood-borne pathogens include, but are not limited to, the human immunodeficiency virus (HIV), which is the causative agent for acquired immune deficiency syndrome (AIDS), and hepatitis B virus (HBV). These procedures are based on written requirements published in the Federal Register (29 CRF 1919.1030).

Persons infected or reasonably believed to be infected with communicable diseases shall not be excluded from enrollment or employment or restricted in their access to the institution's services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual, welfare of other members of the institution, or welfare of client, staff or students in a clinical area.

Persons who know or have a reasonable basis for believing that they have an infectious/communicable disease that may pose a threat to others have an obligation to conduct themselves in accordance with such knowledge so as to protect themselves and others. Accordingly, employees should report this information to the Human Resources director, and students should report to the vice president of Student Services. All information will be kept confidential except to those persons determined by the Human Resources director and vice president of Student Services, as having a need to know. These persons will be informed after the individual is advised that such action will be taken.

It is the further declared policy of Forsyth Tech that its faculty, administration and staff will conduct a continuing information program for all areas of Forsyth Tech personnel regarding communicable diseases and disabling illnesses.

Drug-Free Student Policy

Drug use and abuse by students have become major concerns in our society. These problems are extremely complex with no easy solutions. Drug use may impair the well-being of all students and the educational environment and may lead to damage of Forsyth Tech property.

Therefore, it is the policy of Forsyth Tech that the unlawful manufacture, distribution, possession or use of a controlled substance is prohibited while on Forsyth Tech grounds.

1. Forsyth Tech does not differentiate between drug users and drug pushers or sellers. Any student who gives or in any way transfers or aids and abets in the transfer of a controlled substance to another person or sells or manufactures or aids and abets in the sale or manufacture of a controlled substance while on Forsyth Tech premises will be subject to disciplinary action up to and including suspension from school.

2. The term "controlled substance" means any drug listed in the North Carolina General Statutes or 21 U.S.C. subsection 812 and other federal regulations. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP and "crack." They also include legal drugs that are not prescribed by a licensed physician.

3. The counseling staff will conduct drug awareness and education workshops for students each semester. Individual counseling sessions and educational materials will be available in Counseling, Career and Disability Services at all times.

4. The counseling staff will include in orientation sessions reference to drug policies, drug awareness and sources for assistance.

5. The counseling staff will be available to lecture and assist instructional staff with class presentations to help educate students regarding the health risks of alcohol and drug abuse.

6. The counseling staff will have available referrals for treatment and more extensive assistance.

7. The counseling staff will biennially assess the institutional environment by reviewing data from Campus Police, Counseling, Career and Disability Services, instructors and other community resources to guide educational program development for students.

Crime Awareness and Campus Security Act

Staff, faculty and students of Forsyth Tech are encouraged to report all criminal actions and other related emergencies to the Campus Police, located in the Carolina Annex, Main Campus. A special emergency number has been established. Staff, faculty and students may dial extension 7325 from any campus telephone (excluding pay telephones) and receive immediate assistance. Pay telephones provided throughout campus locations are available for students to dial 911 for immediate assistance. In addition, the College has installed red emergency phones throughout the campus. Upon picking up the receiver, the phone automatically dials the 7325 emergency number. Upon receipt of a call, a Campus Police officer is assigned to respond. The call is documented if necessary, investigated and processed by the investigating officer. If necessary, or where appropriate, an outside agency such as the Winston-Salem Police Department maybe contacted for assistance. Other staff of the College, such as the vice president of Student Services, may also become involved where appropriate.

All complaints are reviewed and, where appropriate, action is taken by the director of Campus Police. Further review and action may occur up through the chain of command, including the president and board of trustees.

A sworn Campus Police officer is on duty at all times regular classes are in session.

Forgery and Related Offenses

It shall be a violation of Forsyth Tech's code of conduct for a student to commit any one of the following acts:

1. Academic cheating, including, but not limited to, unauthorized copying of academic work of another, collaboration for use of notes or books on examinations without prior permission of the instructor.

2. Plagiarism or the intentional presentation of work of another without proper acknowledgement of the source.

3. Fabrication and falsification or the internal misrepresentation of any information or citation in an academic exercise.

4. Submission of substantial portions of the same academic work for credit more than once without authorization.

5. Abuse of academic materials in the form of destruction, theft or concealment of library or other resource material or of another student's notes or laboratory experiments.

6. Complicity in academic dishonesty in helping or attempting to help another student to commit an act of academic dishonesty.

7. Furnishing of false information to any Forsyth Tech personnel including forgery, falsification or fraudulent misuse of any documents, records or identification cards.

Sexual Harassment Policy

Forsyth Technical Community College is committed to promoting an atmosphere in which all members of the college - faculty, staff and students - may work free of sexual harassment and provides for an orderly resolution of complaints of sexual harassment. All members of the College are expected and requested to conduct themselves in such a way that contributes to an atmosphere free of sexual harassment. Sexual harassment of any employee or student is a violation of the policies of the College, as well as state and federal law, and will not be tolerated. Anyone who violates this policy will be disciplined in accordance with appropriate disciplinary procedures. Sexual harassment is defined as deliberate, unsolicited, unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications made by any employee or student when:

1. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic or student status.

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or decisions regarding a receipt of grades affecting that individual.

3. Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile or offensive environment in the workplace or the classroom.

Any student or employee who believes that he or she has been subjected to sexual harassment in violation of this policy should file a confidential complaint to the vice president of Student Services or the director of Human Resources for employees. An investigation of these allegations will be conducted promptly and appropriate action taken.

Sexually harassing behavior may include offensive sexual flirtation, advances, propositions; continued or repeated abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words used to describe an individual; and the display in the workplace or on campus of sexually suggestive objects or pictures.

Student Grievance Policy

Preamble

Forsyth Technical Community College is committed to the principle of fair and equitable treatment and mutual respect for all members of the college community, especially students. When a student believes that he or she has been treated unfairly by an employee of the College it is our intention to insure that the student has clearly defined avenues of recourse such that the complaint can be resolved fairly and equitably. It is preferable that the complaint be resolved informally; however, when that is not feasible, this policy will insure that a formal process for resolution is available.

Definitions

Student: A student is defined as any person currently enrolled in any course or program offered by Forsyth Tech. This includes high school or those individuals enrolled through distance learning.

Prospective Student: Any individual who has applied to the College, but has not been admitted to a specific program.

Department Chair: The individual who is in charge of one or more academic programs. This is the first major level of supervision to which an official grievance can be filed.

Dean: This individual is the immediate supervisor of all the department chairs or directors within a given academic or administrative division.

Division Vice President: This individual has supervisory responsibility for the deans in a given division and for the respective academic or administrative division overall.

Academic or Administrative Division: The academic and administrative divisions of the College are Business Services, Corporate and Continuing Education, Institutional Advancement, Information Services, Instructional Services, and Student Services.

President: The president is the chief executive officer of the College.

Grievance: A grievance is defined as a complaint or dispute of a student regarding the College with respect to the following:

1. The interpretation and application of the policies and regulations of the College or the North Carolina Community College System in areas other than disciplinary or academic appeal decisions addressed through the Student Code of Conduct.

2. Acts of retaliation as a result of the grievance procedure.

3. Complaints of discrimination on the basis of national origin, race, creed, religion, political affiliation, gender, sexual orientation/preference, age or disability.

4. Actions that violate the constitutional rights of individuals.

Grievance Advisor in the Student Success Center: A grievance advisor serves as an informal, independent, neutral and confidential problem-solving resource for student grievance related issues. This individual's services will be consultative in nature and will help the student clarify or reframe issues, develop options, and understand policies and procedures. While students are not required to use these services, they are strongly encouraged to do so. Requests and consultations are kept confidential. A grievance advisor could serve as an intermediary/facilitator or mediator when disputing parties are deadlocked.

What may not be accepted as a Student Grievance:

1. Grievances may not be used to challenge College policies and general procedures.

2. Claims based on purchases or contracts.

3. Claims against an employee on matters that are unrelated to the employee's job or role at the College.

4. Disciplinary decisions will be handled through the Student Conduct Committee.

5. Grade appeal decisions will be handled through the academic appeals component of the Student Code of Conduct.

LEVEL 1 - The Informal Stage

Note: The interests of all are best served when complaints are resolved at the lowest possible level of the organization structure, thus an attempt should be made to resolve all student complaints in an informal manner. Any employee of the College receiving a complaint concerning a colleague shall encourage the student to speak with the College employee involved.

Step 1: Discussion with College Employee

The student should first discuss the situation with the College employee involved, before filing a formal grievance. If the student is uncomfortable doing so, he or she should meet confidentially with a grievance advisor in the Student Success Center.

Step 2: Discussion with College Employee Supervisor

If the student has already discussed the matter with the College employee or refuses to do so, and desires to pursue the complaint, the student will be directed to meet with the department chair or administrative supervisor; if the complaint involves a department chair, the student should contact the dean. Upon hearing the complaint, the department chair or administrative supervisor should attempt to facilitate resolution by encouraging further discussions between student grievant and the College employee, using a grievance advisor if necessary.

LEVEL 2 - Formal Written Complaint

Step 1: Written Grievance to the Student Services Division

If the grievance cannot be resolved informally (Level 1), the student should contact the office of the dean for Enrollment and Student Services and complete the Student Grievance Form. The dean will submit the completed form to the department chairperson or administrative supervisor, with a copy to the College employee involved in the complaint. The College employee may choose to send the chair or supervisor a written response to the complaint.

Step 2: Supervisor Review

The dean or dean-level administrator will review the written complaint and meet with both parties as necessary. He or she will then provide, within ten working days, a written response to the student complainant and College employee.

LEVEL 3 - Appeal to the Division Vice President

Step 1: Student Appeal of Supervisor Review

If the student wishes to appeal the Level 2 decision, he or she will request an appeal in writing to the appropriate division vice president. The dean or dean-level administrator will provide to the division vice president all written materials initially provided for the Level 2 decision and the responses. Prior to reviewing the complaint with the appropriate parties, the division vice president will provide an opportunity for the College employee and the student grievant to submit additional materials related to the written complaint. The division vice president should inform the vice president for Student Services of the decision rendered.

Step 2: Reporting of Final Decision

Once this report is completed, the complainant and employee will be informed of the decision by the originating vice president. In a case of a finding in favor of the student, a report of the finding will be filed with the Human Resources office.

LEVEL 4 - Presidential Review

While the decision of the vice president is final regarding the facts of the complaint; upon request, the president may review the grievance based on issues of due process, equal treatment, or other constitutional rights.

Time Limits

The informal resolution discussion should be initiated within 10 days of the decision, action or events giving rise to the grievance.

The formal written resolution process should be initiated within 15 days of the conclusion of the informal resolution process. At each level thereafter, the appeal will be filed within 10 days of the resolution of the previous stage and the review process at each stage will be completed within 15 days of the appeal being filed.

Academic Appeals

Academic Dishonesty, Cheating, and Related Offenses (Rule 9 of the Student Code of Conduct)

The appeal process for a violation of Rule 9 of the Student Code of Conduct begins when the student is notified of the violation by the instructor. The student must meet with the instructor at the time of the notification or before the next class meeting regarding the charge. At the discretion of the instructor, the student may be withdrawn from the course and receive a WF grade.

If the student wishes to continue the appeal, he/she must notify the department chair (within two workdays) and arrange a conference. The student must provide the department chair with a letter of appeal at the time of the conference. The letter of appeal must include:

1. Date, student's name, signature, telephone number, and official student email address.

2. Course number, sections number, and instructor's name.

3. Brief factual explanation of why the student feels that the charge is incorrect.

4. Provide any supporting documentation.

After conferencing with the department chair, if the issue is still not resolved, the student will notify the dean in writing (within one workday of the conference) and request a hearing before the divisional academic appeals committee. The department chair will forward the letter of appeal and supporting documentation to the dean. The dean will convene a committee (within two workdays) to hear the appeal. This committee will hear the appeal and make a final decision (within one workday) which will be reported to the dean. Within 24 hours, the dean will notify the student (by phone and student email account), the instructor, and the department chair of the committee's decision. The decision of the committee is final.

Grade Appeal

Any appeal of a course grade should begin with a scheduled conference between student and instructor by the first day of a new semester. If the appeal is not resolved at this level, the student should contact and arrange for a conference with the appropriate department chair. The student has the responsibility of providing the department chair with a written letter of appeal by the third class day of the new semester in order for the appeal to be considered. The letter of appeal must include:

1. Date, student's name, signature and telephone number.

2. Prefix and number of course grade being appealed.

3. Instructor's name issuing the grade.

4. Brief factual explanation of why the student feels the grade is incorrect.

5. Any supporting documentation the student feels is needed to better explain student's questions as to grade determination.

After conferencing with the department chair, if the issue is still not resolved, the student will notify the dean in writing (within two workdays of the conference) of the need for a divisional academic appeals committee. The department chair should forward the letter of appeal and supporting documentation to the dean. The dean will convene a committee (within three workdays) to hear the appeal. This committee will hear the appeal and make a final decision (within three workdays) which will be reported to the dean. Within 24 hours of receiving the information, the dean will mail the committee's decision to the student, the instructor and the department chair. The decision of the committee is final.

Smoking Policy

Smoking shall not be permitted in any building or the surrounding grounds owned or used by Forsyth Tech. This includes all campuses, centers and locations. Smoking shall not be permitted in any college, government or private vehicle operated or parked on grounds owned or used by Forsyth Tech.

Point Me in the *Right Direction*

Academic Questions — *Where do I go if I...*

...need to determine my academic standing?
Academic Advisor
or Student Success Center..Room 164, Allman Center, Main Campus...336.734.7156

...want to audit a course?
Academic Advisor
or Records Office...Room 106, Allman Center, Main Campus...336.734.7472

...can't start a course as assigned?
Course Instructor

...want to take a continuing education course?
Customer Service Center..South Lobby, West Campus...336.761.1002

...want to change my major or program of study?
Records Office...Room 106, Allman Center, Main Campus...336.734.7472

...have a concern about a course grade?
Academic Dean

...need to determine if I meet graduation requirements?
Techlink > WebAdvisor > Academic Profile > Program Evaluation
or Academic Advisor
or Records Office...Room 106, Allman Center, Main Campus...336.734.7472

...need an intent to graduate form?
Techlink > College Services > Documents > Forms > Intent to Graduate
or Records Office...Room 106, Allman Center, Main Campus...336.734.7472
or Information Desk at the Northwest Forsyth Center...........1st Floor..336.734.7050
or Information Desk at the Swisher Center............................1st Floor..336.734.7903
or Information Desk at the Woodruff Center.........................1st Floor..336.734.7950

...am having problems with my classes?
Academic Advisor
or Student Success Center..Room 164, Allman Center, Main Campus...336.734.7156

...have questions about academic probation?
Academic Advisor
or Student Success Center..Room 164, Allman Center, Main Campus...336.734.7156

...want to take a proficiency test?
Academic Advisor

...need a free unofficial transcript of my grades?
Techlink > WebAdvisor > Academic Profile > Transcript

...need an official or unofficial transcript of my grades? *(There is a $3 processing fee per copy.)*
Pay first at:
Cashier's Office..2nd Floor, Allman Center, Main Campus...336.734.7210
Take receipt to:
Records Office...Room 106, Allman Center, Main Campus...336.734.7472

...need tutoring or need to make-up a test?
Learning Center...Room 143, Ardmore Hall, Main Campus...336.734.7480

50

...want to withdraw from a course or from school?

Student Success Center ....Room 164, Allman Center, Main Campus 336.734.7156
or Records Office ....Room 106, Allman Center, Main Campus 336.734.7472

Financial Questions – *Where do I go if I...*

...need financial aid?

Student Financial Services ....Room 261, Allman Center, Main Campus 336.734.7235

...need financial assistance for child care?

Student Financial Services ....Room 261, Allman Center, Main Campus 336.734.7235

...want to apply for a scholarship?

Student Financial Services ....Room 261, Allman Center, Main Campus 336.734.7235

...need help in getting my veteran's benefits?

Student Financial Services ....Room 261, Allman Center, Main Campus 336.734.7235

...have questions about my tuition refund?

Cashier's Office ....2nd Floor, Allman Center, Main Campus 336.734.7210

...need to pay tuition? *(Call for payment options.)*

Cashier's Office ....2nd Floor, Allman Center, Main Campus 336.734.7210
Northwest Forsyth Center ....1st Floor 336.734.7052
Grady P. Swisher Center ....1st Floor 336.734.7903
Mazie S. Woodruff Center ....1st Floor 336.734.7950

...need to purchase parking decals? *(Call for payment options.)*

Cashier's Office ....2nd Floor, Allman Center, Main Campus 336.734.7210
Northwest Forsyth Center ....1st Floor 336.734.7052
Grady P. Swisher Center ....1st Floor 336.734.7903
Mazie S. Woodruff Center ....1st Floor 336.734.7950

...need to drop off my sponsor authorization to pay for classes?

Cashier's Office ....2nd Floor, Allman Center, Main Campus 336.734.7210

Other Student Questions – *Where do I go if I...*

...want to get involved in campus activities or run for an SGA office?

Student Activities Center ....Room 124, Technology Building, Main Campus 336.734.7326

...want to purchase textbooks?

Bookstore ....1st Floor, Technology Building, Main Campus 336.734.7289

...want to buy Forsyth Tech memorabilia?

Bookstore ....1st Floor, Technology Building, Main Campus 336.734.7289

...want to sell back books at the end of the semester?

Bookstore ....1st Floor, Technology Building, Main Campus 336.734.7289

...have a question about campus security?

Campus Police ....Carolina Annex, Main Campus 336.734.7243

...need to report a change of name or address?

Records Office ....Room 106, Allman Center, Main Campus 336.734.7472

...need help in choosing a career?

Student Success Center ....Room 164, Allman Center, Main Campus 336.734.7206

...need tips on interviewing, finding a job and preparing a resume?

Student Success Center ....Room 164, Allman Center, Main Campus 336.734.7206

...locked my keys in my car?

Campus Police ....Carolina Annex, Main Campus 336.734.7243

...*need special help due to a disability?*
Disability Services Office..Room 164, Allman Center, Main Campus 336.734.7155

...*need information about housing?*
Student Success Center..Room 164, Allman Center, Main Campus 336.734.7156

...*need first aid?*
Campus Police ....Carolina Annex, Main Campus..336.734.7243

...*want to see job listings?*
Student Success Center..Room 164, Allman Center, Main Campus 336.734.7206

...*lost or found something on campus?*
Information Desk..1st Floor, Allman Center, Main Campus 336.734.7448
or Campus Police ....Carolina Annex, Main Campus..336.734.7243
or Customer Service Center..South Lobby, West Campus 336.761.1002
or Student Activities Center..Room 124, Technology Building, Main Campus...................................336.734.7326

...*need definition of college terminology?*
See College Catalog or Academic Advisor

...*want to appeal a Forsyth Tech parking ticket?*
Campus Police ....Carolina Annex, Main Campus..336.734.7243

...*want to pay a Forsyth Tech parking ticket?* (*Call for payment options.*)
Cashier's Office...2nd Floor, Allman Center, Main Campus 336.734.7210
or Northwest Forsyth Center ....1st Floor 336.734.7052
or Grady P. Swisher Center ....1st Floor 336.734.7903
or Mazie S. Woodruff Center ....1st Floor 336.734.7950

...*need help with a personal problem?*
Student Success Center..Room 164, Allman Center, Main Campus 336.734.7156

...*want to use the on-campus computer lab?*
Learning Center ....Room 143, Ardmore Hall, Main Campus...336.734.7480

...*want to appeal my residency status?*
Registrar's Office..Room 106, Ardmore Hall, Main Campus...336.734.7472

...*need help from an outside agency?*
Student Success Center..Room 164, Allman Center, Main Campus 336.734.7156
or Shugart Women's Center at Forsyth Tech ....Room 206, Hauser Hall, Main Campus 336.734.7280
or James A. Rousseau Minority Male Mentoring Program......Room 123, Allman Center, Main Campus 336.734.7260

Campus Phone Directory

A

Name	Phone	Location	Room
Adams, Debra	7736	West Campus	115
Adams, Kim	3217	Greene Hall	201
Agnello, Beth	3269	Allman Center	448-C
Alderman, Phyllis	7277	Winston	211-A
Allen, Alton	3270	Forsyth	305
Allgood, David	7279	Salem	303-E
Alves-Labore, Kathryn	3358	Technologies	411
Anderson, Rhonda	7506	Allman Center	127
Anderson, Michele	7442	Allman Center	302
Anderson, Sharon	7735	West Campus	57
Andrews-Hall, Nancy	7433	Greene Hall	224
Arai, Hidemi	7591	Allman Center	309-B
Arehart, Jerry	7447	Snyder Hall	6105
Ayers, Michael	7478	Technologies	532
Azzu, Heather	7273	Allman Center	122

B

Name	Phone	Location	Room
Baggett, Tracy	7365	Ardmore Hall	148
Baity, Kristie	7051	NW Forsyth Center	132-B
Baker, Lisa	7505	Hauser Hall	224-B
Baker, Susan	7420	Greene Hall	258
Barker, Jamie	7491	Maintenance	
Barnes, Kathleen	7424	Technologies	513
Barringer, David	7491	Maintenance	
Bates, Kirsten	7518	Allman Center	144
Bates, Robin	7410	Technologies	515
Bayse, Audrey	7745	West Campus	115
Beard, Alan	7494	Technologies	303
Beck, Cara	631.1328	5th Street Hispanic Center	
Beck, Charles	7274	Parkway	138
Beck, Tamara	3345	Greene Hall	281
Beery, Toni	7244	Ardmore Hall	252
Bell, Jethea	631.1323	4th Street Center	105
Bennett, Carolyne	593.2483	Stokes County Center	
Berra, Ronald	7715	West Campus	104
Beverly, Matthew	7231	Carolina	123
Billings, Mark	7243	Carolina Annex	
Bishop, Todd	7529	Snyder Hall	6210
Black, Ann	7423	Greene Hall	256
Blanco, Flo	7742	West Campus	115
Blaskowski, Carrie	3338	Greene Hall	217
Bodsford, Brenda	7220	Allman Center	448
Boger, Dale	7511	Allman Center	309-D
Bohannon, Pam	7417	Allman Center	238
Boles, Keith	3261	Greene Hall	W122
Boumeester, Caroline	7630	Allman Center	344
Bowen, Sherri	7200	Allman Center	427
Bowling, Paula	7603	Greene Hall	W210
Brannon, Laura	3361	Technologies	411
Bratton, Michelle	3066	NW Forsyth Center	218
Brewster-Clemence, Belinda	7262	Snyder Hall	6101
Briggs, Gay	7219	Ardmore Hall	104
Briggs, John	7378	Hauser Hall	156
Brimmer, Tanya	7519	Allman Center	245-B
Brincefield, Chris	7290	Allman Center	308-B
Britt, Vivian	7541	Greene Hall	211
Brooks, Worth	3218	Greene Hall	319
Brooks, Yvonne	7217	Ardmore Hall	167
Brown, Doug	7173	Hauser Hall	258-A
Brown, Marshall	7491	Maintenance	
Broyhill, Julia	7707	West Campus	107
Bryant, Melisa	3348	Technologies	535
Bujan, Dale	3262	Hauser Hall	314-H
Buljina, Aida	7761	West Campus	6
Burn, Hap	3315	Ardmore Hall	239
Burns, Herb	7342	Snyder Hall	6213
Butner, Randy	3247	Forsyth	316
Byrd, John	7585	Technologies	105
Byrd, Patty	7357	Allman Center	448

C

Name	Phone	Location	Room
Calhoun, Marilyn	3057	NW Forsyth Center	205
Campbell, Diana	7425	Technologies	519
Candelaria, Randy	7216	Ardmore Hall	165
Cannon, Tim	3284	Ardmore Hall	253
Carver, Frank	3340	Woodruff Center	239-D
Casey, Melissa	3249	Greene Hall	260
Cassell, John	7430	Greene Hall	W236
Catanzarite, Julie	3363	Allman Center	156
Caudill, Debbie	7324	Allman Center	107
Chandarana Tandon, Sonia	3902	Swisher Center	230-E
Chandler, E. Page	3064	NW Forsyth Center	231-C
Chandler, Joe	7354	Hauser Hall	236
Chandler, Terri	7280	Hauser Hall	206
Chase, Greg	7246	Allman Center	208
Cheek, Alesha	7386	Hauser Hall	184
Cherry, Jewel	7297	Allman Center	160
Chin, Georgette	7475	Technologies	505
Chunn, Roslyn	7469	Hauser Hall	244
Churchill, Jim	7457	Technologies	547
Clay, Deborah	7721	West Campus	134
Clement, Sarah	3319	Greene Hall	223
Clement, V. Beth	3063	NW Forsyth Center	231-B
Cline, Brenda	3365	Allman Center	304-D
Cline, Jane	7402	Hauser Hall	224-A
Cockrum, Diane	7598	Allman Center	260
Cofer, Mona	7205	Technologies	526
Cohen, Linda	7501	Technologies	400
Collier, Joyce	3291	Greene Hall	243
Conley, Kevin	7389	Ardmore Hall	252
Cook, James	7311	Allman Center	337-D
Cooke, Brent	3272	Hauser Hall	155
Copeland, TeYawna	3246	Ardmore Hall	254
Cornelison, Dwight	7285	Carolina	126
Coulombe, Jennifer	7723	West Campus	105
Covitz, Shari	7520	Allman Center	420
Craft, Tara	7778	West Campus	134
Cranford, Vickie	7413	Greene Hall	107
Crater, Brenda	3215	Greene Hall	251
Crawley, Kristy	3239	Technologies	512
Crews, Carla	7206	Allman Center	147
Crooks, Carol	7648	Technologies	560
Cutler, Daisy	7509	Technologies	128

D

Name	Phone	Location	Room
Dalton, Dana	7369	Snyder Hall	6101
Davis, Dwaine	7340	Technologies	523
Davis, Pauline	7419	Greene Hall	203
Davis, Sharon	7964	Woodruff Center	202-D
Dawes, Andrea	3330	Ardmore Hall	240
Day, Garry	7283	Winston	209-A
Day, Randy	7322	Maintenance	
DeHart, Chris	7491	Maintenance	
Delp, Joanne	7300	Snyder Hall	6008
Desmarais, Rachel	7175	Allman Center	302-C
Dillard, Rose	7480	Ardmore Hall	100
Dineen, Jarrett	7258	Allman Center	118
Dingler, Lorin	3062	NW Forsyth Center	231-F
Dinkins, David	3343	Parkway	138-B
Dixon, Michael	3337	Carolina	105
Dometrius, Christopher	3214	Allman Center	345
Dorsett, Sam	7171	Technologies	410
Doub, Matthew	7286	Piedmont	410-B
Douglas, Wanda	3327	Greene Hall	280
Dozier, Nedra	7952	Woodruff Center	102
Draughn, Justin	7281	Carolina	138
DuBois, James	3378	Allman Center	235-C
Dyson, Jodi	7384	Allman Center	267

E

Name	Phone	Location	Room
Earl, Renarde	7382	Carolina Annex	
Earle, Michael	7924	Swisher Center	230-C
Eddy, Roger	7528	Hauser Hall	308
Edwards, Cindy	3314	Snyder Hall	6112
Edwards, C. Jamie	7959	Woodruff Center	118-B1
Eldridge, Brenda	7303	Maintenance	
Eldridge, Jennifer	3267	Hauser Hall	224-D
Ellender, Mike	7491	Maintenance	
Emerson, Wendy	7540	Allman Center	255
Erickson, Gloria	7737	West Campus	4
Essick, Phil	7395	Allman Center	410
Ewing, Yvonne	7159	Snyder Hall	6101

F

Name	Phone	Location	Room
Feathers-Magee, Marti	7189	Greene Hall	W118
Fenstermaker, Jack	7490	Allman Center	245-E
Ferguson, Amos	7470	Winston	204-D
Fitzgerald, Abby	7401	Hauser Hall	226
Fortuna, Jim	7454	Technologies	566
Frazier, Vickie	7250	Allman Center	106
Freeman, Carol	7176	Ardmore Hall	135
Fuehler, Kevin	7229	Ardmore Hall	150
Fuller, Barbara	7222	Technologies	539

G

Name	Phone	Location	Room
Gaines, Stevlana	7156	Allman Center	164
Gallagher, Juanita	3220	Greene Hall	W116
Galloway, Laura	7361	Greene Hall	215-B
Ganzert, Bart	7914	Swisher Center	231-C
Gibson, Chris	7184	Greene Hall	W205
Gibson, Jenifer	3316	Hauser Hall	204
Gilmore, Ryan	748.4673	BioNetwork Pharm. Ctr.	BPC-162
Ginn, Judith	7453	Technologies	528
Glenn, Pam	7763	West Campus	6
Glontz, Michael	3701	West Campus	34
Gordon, Tom	7218	Ardmore Hall	133
Gore, Dudley	7543	Technologies	105
Gough, Alpha	7963	Woodruff Center	230-A
Gough, Nathanael	7452	Greene Hall	330-A
Grab, Joshua	3359	Allman Center	334
Grab, Wilson	7397	Greene Hall	330-B
Grace, Sheryl	7974	Woodruff Center	230-B
Green, Gary	7201	Allman Center	445
Greene, Martha	7213	Allman Center	234-D
Gregory, Sherry	7536	Snyder Hall	6010
Griffin, Michelle	7771	West Campus	107
Groome, Jean	7492	Allman Center	119
Groome, Tim	7240	Allman Center	162
Guess, Barbara	7421	Technologies	564

H

Name	Phone	Location	Room
Hage, Elaine	7459	Technologies	568
Haith, Sylvia	7396	Technologies	511
Hale, Gavin	7364	Allman Center	216
Hamilton, Katrina	7360	Allman Center	206
Hammarback, James	3360	Technologies	411
Handy, Kay	593.5402	Stokes County Center	121

53

Direct Dial Prefixes: If an extension starts with a "7", dial 734-7xxx. If an extension starts with a "3", dial 757-3xxx.

Name	Ext.	Location	Room
Hanes, Tiffany	7725	West Campus	32-E
Hanna, Cindi	7713	West Campus	4
Harman, Tonya	7617	Technologies	103
Harmel, Bonita	7166	Greene Hall	W207
Harmon, Tim	7322	Maintenance	
Harris, Michael	7764	West Campus	4-A
Hatcher, Kimberly	7504	Allman Center	127
Hauser, Debbra	7559	Allman Center	224
Hauser, Pam	7969	Woodruff Center	230-F
Hawks, Garrison	7491	Maintenance	
Hawks, Sarah	7155	Allman Center	146
Hayes, Carol	3361	Technologies	411
Hayes, Verdell	7953	Woodruff Center	103
Hedrick, Annette	7329	Hauser Hall	184
Hellard, Emily	7316	Allman Center	234-C
Herron, Charyl	7303	Maintenance	
Helsabeck, Caroline	7933	Swisher Center	118-B2
Hicks, Ann	7215	Allman Center	219
Hicks, Brian	7191	Technologies	105
Hicks, Theresa	3059	NW Forsyth Center	231-A
Higgins, Roger	7268	Maintenance	219
Highsmith, Dawn	3366	Snyder Hall	6004-A
Hill, Shawn	7408	Snyder Hall	6002-A
Hilton, Anna	7362	Hauser Hall	111
Hilton, Yolanda	7435	Greene Hall	230
Hinson, Renee	7918	Swisher Center	230-B
Hodges, Ricky	7272	Allman Center	265
Hodges, Warren	7276	Hauser Hall	262
Hohf, Ellen	3282	Greene Hall	222
Holloway, Tammy	7238	Allman Center	268
Hortal, Laura	3302	Ardmore Hall	234
Houenou, Lucien	3240	Technologies	326
Howell, Becky	7057	NW Forsyth Center	136-C
Howell, Tonya	3206	Greene Hall	W246
Huff, Jenny	3263	Technologies	509
Huggins, Janice	7740	West Campus	115
Hunt, Barbara	3055	NW Forsyth Center	207
Hutchens, Brian	7395	Allman Center	307-C
Hutchins, Wesley	3053	NW Forsyth Center	209
Hyder, Graham	7733	West Campus	32-E
Hyland, K. Beth	7411	Greene Hall	227
J			
Jackson, Debby	7255	Allman Center	127
Jacobson, JJ	7338	Hauser Hall	Cafeteria
Jaynes, Tom	7705	West Campus	59
Jeske, Mary	7583	Allman Center	240
Jessup, Tammy	7391	Allman Center	254
Jester, Crystal	7532	Allman Center	418
Johnson, Gene	7319	Hauser Hall	155
Johnson, Rodney	7449	Allman Center	448
Johnson, Triquanna	7951	Woodruff Center	101
Johnson, Trudee	7507	Technologies	508
Johnston, Julie	748.4671	BioNetwork Pharm. Ctr.	104
Jones, Eric	7404	Parkway	138-E
Jones, Jennifer	7969	Woodruff Center	230-F
Jurkowich, Jason	7535	Allman Center	245-D
K			
Kearns, Gerry	7547	Technologies	408
Keener, Susie	7390	Technologies	561
Keith, Rebecca	7450	Allman Center	241
Kelly, John	3310	Snyder Hall	6227
Kelly, Tammy	7338	Hauser Hall	Cafeteria
Kindley, Paul	593.2484	Stokes County Center	
King, Mary Beth	7902	Swisher Center	101
Kiser, Leonard	7313	Winston	211-C
L			
Labosky, Ted	7508	Ardmore Hall	124
Lain Jr., John (Chip)	7534	Carolina	136
Latham, Linda	7582	Greene Hall	200
Latimer, Kate	7614	Greene Hall	W238
Lattimore, Debby	7958	Woodruff Center	118-B2
Lawing, Barry	7461	Technologies	522
Ledbetter, Demetria	7917	Swisher Center	118-A1
Lee, Paige	7292	Allman Center	261
Leinbach, Bill	7195	Allman Center	334
Lekwauwa, Aju	7593	Technologies	327
Lenderman, Victoria	7292	Allman Center	270
Leonard, Tommy	7287	Maintenance	
Lester, Joy	7485	Technologies	507
Lewis, Beverly	7512	Technologies	127
Lewis, Christie	7374	Allman Center	448
Liang, Ping	3353	Snyder Hall	6004-B
Lincoln, Jason	3248	Greene Hall	W230
Lindsay, Vickie	7249	Allman Center	120
Lineberry, Forrest	7760	West Campus	4
Lineberry, Kevin	7145	Allman Center	264
Lipford, Linda	7768	West Campus	134
Long, Molly	7179	Greene Hall	212
Love, Kaknotta	7302	Allman Center	205
Lucas, Irvin	7976	Woodruff Center	202-A
M			
Marion, W. Marty	7278	Snyder Hall	6207
Martin, Bridgette	7235	Allman Center	271
Martin, Doug	7358	Hauser Hall	258-C
Martin, Elizabeth	7323	Hauser Hall	242
Martin, June	7439	Greene Hall	205
Martin, Sheila	7600	Maintenance	
Martin, Tanya	7202	Allman Center	159
Mason, Sandra	3901	Swisher Center	231-A
Mathews, Steven	3207	Salem	303-E
Mathis, Debra	7146	Winston	211-B
McBride, Robert Donovan	7406	Salem	302-A
McCann, Brian	7321	Allman Center	304-A
McClung, Phil	7212	Allman Center	245-A
McCulloh, Susan	7385	Allman Center	112
McIntosh, Joe	7416	Allman Center	143
McIntyre, Jackie	7263	Allman Center	133
McLean, Sherraine	7242	Hauser Hall	206
McMasters, Kim	7418	Swisher Center	230-A
McSwaim Randall, Linda	7308	Technologies	342
Meacham, Nick	7350	Technologies	325
Mededji, Francoise	3216	Greene Hall	202
Merritt, Joani	7346	Ardmore Hall	238
Middlesworth, Jean	3288	Greene Hall	W208
Miller, Nancy	7619	Technologies	414
Miller, Sue Ellen	3250	Greene Hall	215-A
Mitchell, Dawn	7207	Allman Center	429
Moore, Diann	7399	Allman Center	309-A
Moore, Kim	7916	Swisher Center	231-B
Moore, Mike	7476	Carolina Annex	
Moore, Sharon	7569	Greene Hall	211
Moretz, Charles	3347	Technologies	305
Morgan, Tammy	7572	Allman Center	251
Morris, Pauline	631.1326	5th Street Hispanic Center	
Moses, Santhony	7613	Allman Center	234-B
Mounce, Dianne	7732	West Campus	125
Murphy, Eliza	7152	Allman Center	163
Murphy, Juanita	7772	West Campus	110
Myers, Daniel	7491	Maintenance	
N			
Nance, Danny	7502	Salem	303-C
Nelson, Jeanie	3052	NW Forsyth Center	131
Nivens, Cynthia	3258	Hauser Hall	208-B
Nuckols, Melanie	7332	Allman Center	217
Nussbaumer, Karen	7052	NW Forsyth Center	134
O			
Oakley, Tonya	7612	Greene Hall	232
O'Neal, Pam	7303	Maintenance	
O'Neal, Willie Jr.	7303	Maintenance	
Orr, Martha	7359	Allman Center	127
Osborne, Kevin	7198	Snyder Hall	6101
Overman, Jan	7412	Greene Hall	106
P			
Pace, Rebecca	7465	Allman Center	106
Paradis, April	7288	Allman Center	127
Parker, Carol	7387	Technologies	401
Pearce, Chris	7570	Allman Center	405
Pearce, Elsie	7409	Hauser Hall	243
Pearce, Martha	3297	Ardmore Hall	232/228
Peay, David	3058	NW Forsyth Center	216
Pennell, Steve	7491	Maintenance	
Peoples, Brenda	7473	Allman Center	106
Perez, Rafael	7716	West Campus	103
Perry, Nell	631.1321	Small Business Center	SBC
Petree, Robin	3050	NW Forsyth Center	106-D
Pharr, Chessney	3354	Greene Hall	W246
Phelps, Susan	7236	Snyder Hall	6102
Pierson, Jim	7170	Technologies	407
Pinnix, Allen	7464	Technologies	510
Polanis, Marcia	7407	Hauser Hall	208-C
Pope, Bonnie	7428	Greene Hall	213
Poston, Susan	3368	Allman Center	224
Powell, Trish	734.7056	NW Forsyth Center	136-D
Pratt, Tom	7589	Maintenance	
Pritchard, Bernyce	7523	Greene Hall	204
Pritchard, Debbie	7460	Allman Center	340
Q			
Quarrells, Casandra	7335	Allman Center	123
Quesenberry, Amy	7375	Allman Center	219
Quesenberry, Scot	7317	Maintenance	
R			
Rawley, Anita	7347	Technologies	107
Ray, David	7312	Winston	200-A
Ray, Deana	7167	Hauser Hall	258-B
Read, Russ	7651	Technologies	524
Redfield, Kristin	7458	Technologies	559
Reece, Angela	7618	Allman Center	448-C
Reeves, Derrick	7275	Carolina	106
Rehder, David	7349	Hauser Hall	314
Reid, Patricia	7466	Snyder Hall	6102
Richardson, Margaret	7474	Allman Center	106
Richardson, Maryanna	7174	Technologies	516
Robbins, Don	3222	Allman Center	411
Robertson, Judy	7055	NW Forsyth Ctr.	Bookstore
Robertson, Randy	7395	Allman Center	402
Robinson, Sarah	7754	West Campus	Bookstore
Rockson, Annette	7303	Maintenance	
Rogers, L. Renee	7919	Swisher Center	230-A
Roman, Cassandra	3280	Ardmore Hall	210
Roscoe, Traci	7266	Snyder Hall	6111
Roseborough, LaKisha	7968	Woodruff Center	230-E
Roth, Tom	7333	Hauser Hall	346
Rothrock, April	7393	Carolina Annex	
Royal, Kathryn	3246	Ardmore Hall	254

NAME	PHONE or EXT.	LOCATION	ROOM
Rudolph, Alice	7165	Technologies	520
Rushing, Julie	7223	Snyder Hall	6119
Rutledge, Traci	7405	Allman Center	342
S			
Saddler, Greg	7522	Maintenance	
Salandy, Andy	7443	Technologies	527
Savey, Kelli	7214	Allman Center	214
Sawyer, Masonne	7185	Technologies	504
Saylor, Annette	7147	Snyder Hall	6120
Schenck, James	7934	Swisher Center	230-B
Sechrest, Joe	7286	Piedmont	410-B
Self, Barry	7766	West Campus	63
Shepherd, Tom	7970	Woodruff Center	205
Sheppard, Perry	7427	Greene Hall	302-A
Sherman, John	3320	Greene Hall	313
Shields, Sheila	7957	Woodruff Center	118-A1
Shoaf, Todd	3311	Snyder Hall	6227
Shore, Karen	7265	Allman Center	256
Shumate, Stormy	3065	NW Forsyth Center	231-E
Silverman, Cheri	7446	Snyder Hall	6004-C
Simpson, Donna	7303	Maintenance	
Sineath, Alice	7330	Hauser Hall	259
Sineath, BJ	7901	Swisher Center	103
Smalls, Marsha	7590	Allman Center	260
Smart, Robert	7322	Maintenance	
Smith, Anne	3321	Ardmore Hall	251
Smith, Cindy	7560	Greene Hall	W232
Smith, Melissa	3349	Greene Hall	W244
Smith, Rod	7527	Carolina	108
Smith, Teresa	7188	Greene Hall	W206
Snow, Tammy	*	West Campus	34 D-4
Snowden, Judy	7749	West Campus	61
Sowers, Chris	3264	Technologies	506
Sperber, Frank	7491	Maintenance	
Sprinkle, Beth	7172	Hauser Hall	148
Stafford, Shannon	7911	Swisher Center	239-D
Stahl, Martha	3237	Snyder Hall	6008
Stainbrook, Eric	7567	Technologies	567
Stanley, Shannon	7708	West Campus	4
Stanley-Smith, Lisa	7456	Allman Center	346
Stephens, Edward	7304	Allman Center	304-B
Stovall-Lee, Pam	7611	Technologies	402
Stowe, Chris	7549	Allman Center	448
Stowers, Renee	7267	Technologies	536
Strickland, Sherry	3208	Greene Hall	206
Suggs, Sandra	7254	Allman Center	121
Summers, Julie	7758	West Campus	6
Sutton, Jeff	3205	Salem	305-A
Swaim, Penni	3054	NW Forsyth Center	208
Swain, Mike	7779	West Campus	33
Swaringen, Heather	3350	Greene Hall	215-B
Swarthout, Lisa	3265	Parkway	138-E
Swenson, Ed	7306	Allman Center	309-E
T			
Tally, Tammy	3707	West Campus	106
Tate, Johnetta	3332	Greene Hall	281
Taylor, Debbie D.	7178	Greene Hall	W240
Taylor, Debra A.	3292	Technologies	412
Taylor, Karen	7571	Hauser Hall	226-C
Taylor Wells, Gisele	3200	Snyder Hall	6209
Tedder, Terri (Denise)	3386	Snyder Hall	6004-C
Tennis, Heidi	7753	West Campus	38-A
Thomas, Marie	7429	Greene Hall	255
Todd, Martha	7366	Allman Center	266
Toderick, Shawn	3279	Technologies	406
Traynor, Tim	7180	Technologies	106
Trivette, Cindy	3309	Snyder Hall	6212
Troop, Sherry	3281	Greene Hall	218

NAME	PHONE or EXT.	LOCATION	ROOM
Tutterow, Nancy	7767	West Campus	61
V			
Valenti, Ronnie	7759	West Campus	6
Vargas, Guillermo	7243	Carolina Annex	
Vargas, Nancy	7776	West Campus	61
Vernon, Carole	7373	Allman Center	207
Vidal, Pam	7226	Allman Center	148
W			
Waddell, Eddie	7326	Allman Center	114
Walker, Jon	3277	Technologies	514
Walker, Mark	7610	Forsyth	305
Wall, Mary	7158	Allman Center	158
Waller-Wood, Saundra	7192	Allman Center	261
Walls, Jodie	7228	Technologies	534
Walter, Gwen	7967	Woodruff Center	230-D
Walters, Kerri	3241	Greene Hall	W121-B
Warren, Tate	3356	Technologies	411
Watkins, Neville	7344	Allman Center	263
Watts, Ann	593.5402	Stokes County Center	
Watts, Victor	7294	Carolina Annex	
Weaver, Cindy	7234	Technologies	565
Webb, Linda	7264	Snyder Hall	6008
Welborn-Crawford, Amber	3219	Greene Hall	219
Wenner, Ellen	7956	Woodruff Center	202-B
West, Wilma	7491	Maintenance	
Weyrich, Sandra	3351	Technologies	533
Whicker, James	0	Allman Center	176
Whisenhunt, Jannette	7414	Snyder Hall	6114
Whisenhunt, Rhonda	7448	Allman Center	176
Whitaker, Gwen	7471	Allman Center	106
White, Denise	3225	Technologies	526
White, Sonja	7295	Greene Hall	260
White, Tammy	3213	Allman Center	347
Wick, Dawn	7503	Technologies	400
Wiggins, Cindy	7422	Greene Hall	302-B
Wiles, Kim	7493	Allman Center	268
Wilkins, Dwayne	7322	Maintenance	
Williams, Anu	3312	Technologies	525
Williams, Barbara	7303	Maintenance	
Williams, Leola	7303	Maintenance	
Williams, Sandra	7303	Maintenance	
Williams, T. Michelle	7455	Technologies	563
Williams, Tracey	7727	West Campus	56
Wilson, Yolanda	7251	Technologies	537
Winebarger, Conley	7182	Technologies	501
Winningham, Sonora	734.7050	NW Forsyth Center	132
Wittenberg, Tiki	3372	Allman Center	203
Wood, David	3313	Greene Hall	W228
Wood, Nelda	0	Allman Center	176
Woodyard, Jamie	7243	Carolina Annex	
Woolard, Tonya	7545	Carolina Annex	
Wooten-Wright, Toni	7345	Allman Center	404
Worley, Ernestine	7434	Greene Hall	231
Y			
Yates, Janet	3221	Allman Center	308-C
Yevin, Bernie	7224	Hauser Hall	181
Yokeley Rick	7915	Swisher Center	118-A1
Young, Gregory	3385	Allman Center	111
Young, Phygenia	7965	Woodruff Center	230-C
Z			
Zarick, James	7905	Swisher Center	231-D
Zimmer, Jim	7320	Allman Center	308-A
Zink, Amy	7907	Technologies	535
Zook, Elizabeth	7975	Woodruff Center	118-2A

Information unavailable at time of printing.

SCHOOL-TO-CAREER SERVICES

NAME	PHONE or EXT.	LOCATION	ROOM
Jennifer Griffin	7261		

MIDDLE COLLEGE 748.4670

NAME	PHONE or EXT.	LOCATION	ROOM
Albert, Sandy	3253	Snyder	6144
Ashe, Barbara	7163	Snyder	6138
Abercrombie, Sharon, *(Principal)*	7445	Snyder	6146
Chewing, Kerri	3256	Snyder	6135
Leonard, Sharon	3254	Snyder	6140
McCarson, Bonnie	3256	Snyder	6135
McCorkle, James	3225	Snyder	6133
Oberle, Pat	3259	Snyder	6137
Roach, Lynn	3257	Snyder	6136
Smith, Susan	7437	Snyder	6142
Stanley, Charlotte	3225	Snyder	6134

EARLY COLLEGE 757.3290

NAME	PHONE or EXT.	LOCATION	ROOM
Frances Cook, *Principal*	3294	Ardmore	210
Marielly Vazquez, *Secretary*	3290	Ardmore	215
Dexter Felder, *Counselor*	3301	Ardmore	221
Martha Pearce, *Liaison*	3297	Ardmore	228/232
Paul Wonsavage, *Teacher*	3306	Ardmore	205
Jen Presley, *Teacher*	3305	Ardmore	223
Sean Reeves, *Teacher*	3307	Ardmore	206
Abby Stanley, *Teacher*	7271	Ardmore	222

OTHER NUMBERS

NAME	PHONE
Main Number	723.0371
Employee Assistance Program	800.633.3353
5th St. Library Center	631.1325
BioNetwork Pharmaceutical Center	748.4670
International Center of Forsyth Tech	631.1326
N.C. Baptist Hospital	713.8039
Northwest Forsyth Center	734.7050
Piedmont/Triad Research Park	748.4670
School Closings (Inclement Weather)	723.0371
Small Business Center	631.1320

FAX NUMBERS - MAIN CAMPUS

Admissions	734.7291
Business Information Technologies	734.7581
Bookstore	761.2399
Business Office	761.2351
Campus Police	734.7245
Counseling & Career Services	734.7252
Faculty/Staff Service Center	761.2399
Greene Hall	734.7444
Human Resources	761.2309
Purchasing	734.7351
Maintenance	734.7607
Marketing & Public Relations	734.7377
President's Office	761.2598
Records Office	734.7160

FAX NUMBERS - OTHER LOCATIONS

Swisher Center	992.1049
Woodruff Center	744.0396
BioNetwork Pharmaceutical Center	748.4673
International Center of Forsyth Tech	631.1329
Stokes County Center	593.4023
Northwest Forsyth Center	757.3067
Small Business Center	631.1322
West Campus	760.6173

CAMPUS EMERGENCY 7325

Maps of Campus and Center Locations

1

Main Campus
2100 Silas Creek Parkway
Winston-Salem, NC 27103-5197
336.723.0371
(Mailing address for all locations. Please send correspondence to Main Campus for distribution.)

2

Forsyth Technical Community College Stokes County Center
1165 Dodgetown Road
Walnut Cove, NC
336.593.5402

3

Small Business Center
Chamber Building
601 West 4th Street
Winston-Salem, NC
336.631.1320

4

International Center of Forsyth Tech
Forsyth County Public Library
660 West 5th Street
Winston-Salem, NC
336. 631.1325
Se habla español.

5

Northwest Forsyth Center
3111 Big Oaks Drive
King, NC
336.734.7050

6

Grady P. Swisher Center
1251 Dudley Products Boulevard
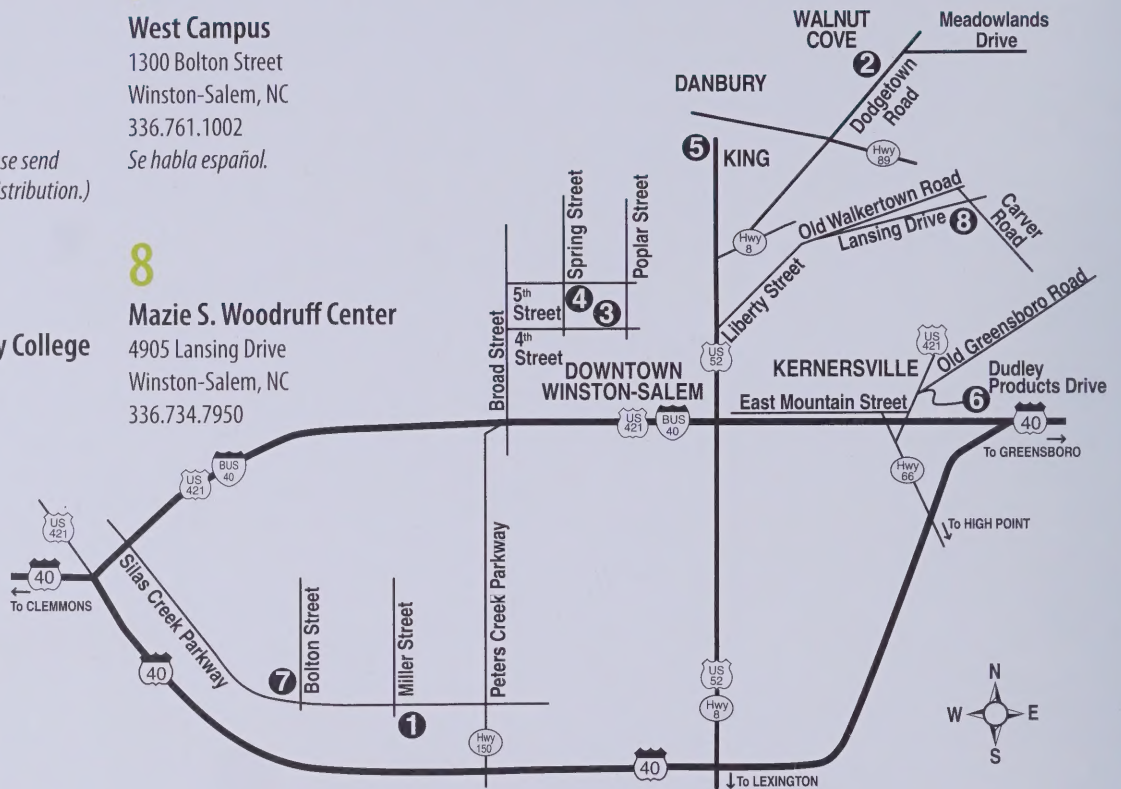Kernersville, NC
336.734.7903

7

West Campus
1300 Bolton Street
Winston-Salem, NC
336.761.1002
Se habla español.

8

Mazie S. Woodruff Center
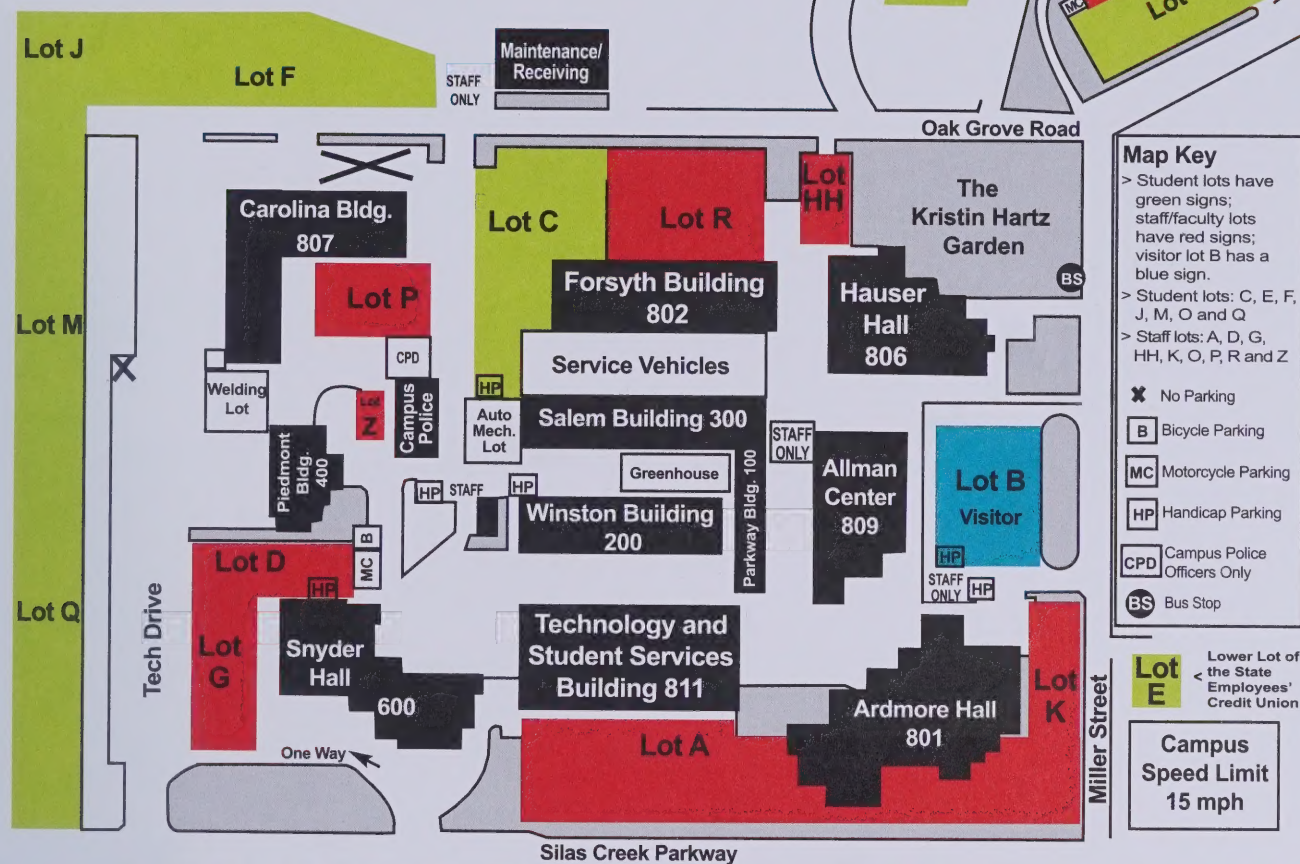4905 Lansing Drive
Winston-Salem, NC
336.734.7950

This map is not drawn to scale.

Tech Building, Main Campus

![Forsyth Tech — More Than You Know]

Main Campus
2100 Silas Creek Parkway
Winston-Salem, NC 27103

Career Center

Greene Hall 808

Lot O

MC

Lot J

Lot F

STAFF ONLY

Maintenance/Receiving

Oak Grove Road

Map Key

> Student lots have green signs; staff/faculty lots have red signs; visitor lot B has a blue sign.

> Student lots: C, E, F, J, M, O and Q

> Staff lots: A, D, G, HH, K, O, P, R and Z

X No Parking

B Bicycle Parking

MC Motorcycle Parking

HP Handicap Parking

CPD Campus Police Officers Only

BS Bus Stop

Carolina Bldg. 807

Lot C

Lot R

Lot HH

The Kristin Hartz Garden

BS

Lot P

Forsyth Building 802

Hauser Hall 806

CPD

Welding Lot

Service Vehicles

HP

Lot Z

Campus Police

Auto Mech. Lot

Salem Building 300

STAFF ONLY

Lot M

Piedmont Bldg. 400

HP **STAFF**

HP

Greenhouse

Winston Building 200

Parkway Bldg. 100

Allman Center 809

Lot B Visitor

HP

STAFF ONLY **HP**

Lot D

HP

MC B

Lot G

Snyder Hall 600

Technology and Student Services Building 811

Lot A

Ardmore Hall 801

Lot K

Miller Street

Tech Drive

One Way

Silas Creek Parkway

Lot E < Lower Lot of the State Employees' Credit Union

Campus Speed Limit 15 mph

Lot Q

Allman Center - 809
Admissions Office
Alumni Relations and Special Events Office
Business Office
Cashier's Office
Classrooms/Labs
Cooperative Education
Counseling, Career and Disability Services
Enrollment and Student Services Office
Environmental Services Office
Financial Services
Forsyth Tech Foundation
Grants Office
Human Resources Office
Information Desk
Information Services Office
Information Systems Office
Institutional Advancement Office
James A. Rousseau Minority Male Mentoring Program
Manufacturing Programs Office
Marketing and Public Relations Office
President's Office
Purchasing Office
Records/Registrar's Office
Recruiting Office
Student Financial Services
Student Services Office
Student Success Center
Testing Center

Ardmore Hall - 801
Auditorium A & B
Classrooms
Distance Learning Center
Early College of Forsyth
Learning Center
Library

Carolina Annex
Campus Police Office

Carolina Building - 807
Classrooms/Shops

Forsyth Building - 802
Classrooms/Shops

Greene Hall - 808
Classrooms/Labs
Health Technologies Division Office

Hauser Hall - 806
Audiovisual Services
Business and Information Technologies Division Office
Classrooms/Labs
Shugart Women's Center at Forsyth Tech
The Grill at Forsyth Tech (Cafeteria)

Maintenance/Receiving Building
Physical Plant
Shipping and Receiving

Parkway Building - 100
Bytes & Beans Café
Classroom/Lab

Piedmont Building - 400
Classrooms/Shops

Salem Building - 300
Classrooms/Shops

Snyder Hall - 600
Classrooms/Labs
Dental Education Clinic
Educational Partnerships
Faculty/Staff Service Center
Forsyth Middle College
Institutional Effectiveness Office

Technology and Student Services Building - 811
Bookstore
Developmental Education Office
Humanities and Social Sciences Division Office
Instructional Services Office
Math, Science and Technologies Division Office
Mechtild Montgomery Language Lab
Student Activities Center
Student Government Council Office
Thomas H. Davis *i*TEC Center

Winston Building - 200
Classrooms/Shops
Engineering Technologies Division Office